|  |
| --- |
| Company Name |

## Employee Complaint Form

## Employee Information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Date: |  |
| Employee ID: |  | Job Title: |  |
| Manager: |  | Department: |  |

## Type of Complaint

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Personal |  | Official |  | Other |

### Type of Offenses

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Tardiness/Leaving Early | |  | Absenteeism |  | Violation of Company Policies |
|  | Substandard Work | |  | Violation of Safety Rules |  | Rudeness to Customers/Coworkers |
|  | Other: |  | | | | |

### Details

|  |
| --- |
| Description of Infraction: |
|  |
|  |
|  |
| Plan for Improvement: |
|  |
|  |
|  |
| Consequences of Further Infractions: |
|  |

### Acknowledgment of Receipt of Warnings

By signing this form, you confirm that you understand the information in this complaint. You also confirm that you and your manager have discussed the complaint and a plan for improvement. Signing this form does necessarily indicate that you agree with this complaint.

|  |  |
| --- | --- |
|  |  |
| Employee Signature | Date |
|  |  |
| Manager Signature | Date |