

Employee Disciplinary Action Notice



Please fill out the following form.

Client Name:

Employee Name:

Department:

Supervisor Name:

Date of incident:

Reason for Discipline:

Attendance

Tardiness

Insubordination

Misuse of company property

Unsatisfactory work quality

Violation of company policy

Violation of safety rules

Early quit

Other: _____

Warning Type:

Verbal

First

Second

Final

Action taken:

Warning

Probation

Suspension

Other: _____

Employer Statement:

Objectives (required performance level):

Solutions (agreed upon actions):

Consequences should objectives not be met:

Employee comments:

Employee Acknowledgement:

My signature indicates that this notice has been discussed with me and that I understand its contents.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____