

## DISCIPLINARY NOTICE

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Hire Date (Month/Day/Year): \_\_\_\_\_ Today's Date (Month/Day/Year): \_\_\_\_\_

### PERFORMANCE PROBLEM OR MISCONDUCT

Date of Violation: \_\_\_\_\_ Location: \_\_\_\_\_  
*Month/Day/Year*

Type of Warning: ☐ Verbal  
☐ Written  
☐ Final

Violation of: ☐ Attendance  
☐ Tardiness  
☐ Company Policy and/or Procedure  
☐ Job Performance  
☐ Standards of Conduct

Explain Specific Nature of Violation: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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### PRIOR RECORDS OF DISCIPLINARY WARNING

Has the employee received any prior warnings? ☐ Yes ☐ No

If yes, list below:

Date Issued: \_\_\_\_\_ ☐ Verbal ☐ Written Violation of: \_\_\_\_\_

Date Issued: \_\_\_\_\_ ☐ Verbal ☐ Written Violation of: \_\_\_\_\_

Date Issued: \_\_\_\_\_ ☐ Verbal ☐ Written Violation of: \_\_\_\_\_

**DISCIPLINARY ACTION TAKEN AND CORRECTIVE ACTION PLAN**

☐ **Issued Warning**

☐ **Suspension Without Pay From** \_\_\_\_\_ **Through and Including** \_\_\_\_\_  
*Month/Day/Year**Month/Day/Year*

☐ **Demotion to** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_  
*Position**Month/Day/Year*

☐ **Transfer to** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_  
*Specify**Month/Day/Year*

☐ **Termination of Employment, Effective Date:** \_\_\_\_\_  
*Month/Day/Year*

**THE EMPLOYEE MUST ADDRESS AND CORRECT THE PROBLEM IMMEDIATELY AND ONGOING. EMPLOYEE IS ADVISED THAT ANY FURTHER VIOLATION OF SAME OR SIMILAR COMPANY POLICIES, PROCEDURES OR RULES, MAY RESULT IN FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.**

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I have read this warning and fully understand its contents. I have been provided a copy of this warning and have discussed it with my supervisor.

**Employee Comments:** \_\_\_\_\_

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\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date** *(Month/Day/Year)*

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date** *(Month/Day/Year)*

\_\_\_\_\_  
**Witness's Signature**

\_\_\_\_\_  
**Date** *(Month/Day/Year)*

**Distribution: Original to Employee Personnel File; Copy to Employee**