



Employee Disciplinary Notice- CONFIDENTIAL

Employee Name	Work Location	Date of Discipline Action Given
Employee ID#	Date of Occurrence	Supervisor Issuing Action

Type of Warning:

- Verbal Warning
 Written Warning
 Final Warning
 Termination

VIOLATION(S) *(Please check all relevant boxes)*

- | | |
|---|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Work Product |
| <input type="checkbox"/> Breach of Company Policy | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Carelessness | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Conduct | <input type="checkbox"/> Unauthorized Absence |
| <input type="checkbox"/> Failure to Follow Instructions | <input type="checkbox"/> Work Quality / Accuracy |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Work Quantity / Output |
| <input type="checkbox"/> Job Performance | <input type="checkbox"/> Willful Damage to Company Property |
| | <input type="checkbox"/> Other _____ |

DESCRIPTION OF VIOLATION(S):

Unless immediate and satisfactory improvement is shown and maintained, further disciplinary action will be taken, including termination.

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Disciplinary Notice, understand it and acknowledge receipt.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____