



## 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:** \_\_\_\_\_