

EMPLOYEE DISCIPLINARY FORM

Template Links

EMPLOYEE DISCIPLINARY FORM

EMPLOYEE NAME:	DATE OF VIOLATION:
DEPARTMENT:	WARNING DATE:
POSITION:	MANAGER ON DUTY:

TYPE OF WARNING

☐ TARDINESS / LEAVING EARLY	☐ ABSENTEEISM	☐ PERFORMANCE
☐ CONDUCT	☐ INSUBORDINATION	☐ BREACH OF COMPANY POLICY
☐ WORK QUANTITY /QUALITY	☐ DAMAGE / THEFT OF COMPANY PROPERTY	☐ VIOLATION OF SAFETY RULES

DESCRIPTION OF VIOLATION:

IMPROVEMENT PLAN:

☐ I have read and understood the above warning notice. I understand that further misconduct or violations will result in additional disciplinary action including termination.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

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