

Disciplinary Notice

PLEASE PRINT

Employee Name _____ LAST _____ FIRST _____ MIDDLE _____ Notice Date ____/____/____
Department _____ Employee/Payroll # _____

Type of Action:

Documentation of verbal warning given on ____/____/____ Written warning

Nature of Incident Please check one

- Unexpected absence
- Carelessness
- Harassment or improper conduct
- Failure to complete shift (late or early)
- Destruction of Company property
- Inappropriate treatment of customers
- Inferior quality of work
- Violation of Company policy
- Failure to follow instructions
- Insubordination
- Failure to follow safety rules
- Other _____

Description of Incident

Date ____/____/____ Time ____:____ A.M. P.M.

Employer description of incident: _____

Employee statement: _____

Consequences of Incident

This time:

Warning Suspension Final warning Dismissal Other _____

Plan for improvement: _____

Consequences of next violation: _____

Employee: Please check all that apply

I have read & understand and agree to the above Disciplinary Notice

Employee's Signature _____ Date ____/____/____

Notice Issuer Signature _____ Date ____/____/____



Disciplinary Notice #5882 (stock), #58821 (imprinted)
This form does not constitute legal advice to the employer. To determine whether an employee would violate Federal, State or Local law, you should seek professional advice.
Seller assumes no responsibility for the employer's use of this form and decisions based on the information provided on this form.