

# DISCIPLINARY NOTICE

Employee name: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Documentation of \_\_\_\_\_ Verbal Warning \_\_\_\_\_ Written Warning \_\_\_\_\_ Final Warning

Statement of the problem: \_\_\_\_\_

\_\_\_\_\_

Has the employee received prior warnings on this subject? Yes No

If yes, when: \_\_\_\_\_

Was the employee's activity in violation of Company policy? Yes No

If yes, describe how: \_\_\_\_\_

\_\_\_\_\_

Describe the corrective action to be taken by the Company and/or employee to help employee improve performance to minimum acceptable standard:

\_\_\_\_\_

\_\_\_\_\_

Consequences of failure to improve performance or correct behavior:

\_\_\_\_\_

\_\_\_\_\_

Employee Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Note: This document is for informational purposes only and may not be appropriate for your situation. Please consult an attorney for all legal matters.*