|  |  |
| --- | --- |
| your logo here | Company Name |

## Employee Disciplinary Action Form

### Employee Information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Date of Warning: |  |
| Employee ID: |  | Job Title: |  |
| Supervisor: |  | Department: |  |

### Warning

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Violation Date: |  | Violation Time: |  | Place Violation Occurred: |  |

### Type of Violation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Tardiness/Leaving Early | |  | Attendance |  | Disobedience |
|  | Work Quality | |  | Violation of Safety Rules |  | Rudeness to Customers/Coworkers |
|  | Other: |  | | | | |

### Details

|  |
| --- |
| Employer Statement: |
|  |
|  |
| Employee Statement: |
|  |
|  |
| Warning Decision: |
| **Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Name Title Date |

List All Previous Warnings (When Warned and By Whom): **I have read this “warning decision”. I understand it**

**and have received a copy of the same.**

Previous Warning: 1st Warning

Date:

Verbal: **Employee Signature Date**

Written:

Previous Warning: 2nd Warning

Date: **Signature of Person Who Prepared Warning Date**

Verbal:

Written:

Previous Warning: 3rd Warning **Supervisor’s Signature Date**

Date:

Verbal: COPY DISTRIBUTION

Written: 🞏 Employee 🞏 HR Department 🞏 Supervisor