

Employee Disciplinary Action Template

Employee Name: _____ Date: _____

Position: _____

Violation Type(s):

- ☐ Attendance
- ☐ Breach of Company Policy
- ☐ Carelessness
- ☐ Conduct
- ☐ Performance
- ☐ Safety
- ☐ Tardiness
- ☐ Work Quality / Accuracy
- ☐ Other:

Description of Violation(s):

Date: _____ Time: _____ Location: _____

Details:

Action(s) Taken:

- ☐ Verbal Warning
- ☐ Written Warning
- ☐ Probation
- ☐ Suspension



☐ Termination

If Probation or Suspension:

Effective Date: _____ Duration: _____

Further misconduct may result in additional disciplinary action up to and including termination.

Employee Acknowledgement:

I have read and understand this disciplinary notice.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____