

Employee Discipline Form

EMPLOYEE INFORMATION

Employee Name: _____ Position: _____
Manager: _____ Department: _____ Warning Date: _____

TYPE OF WARNING

First Warning Second Warning Final Warning

REASON FOR WARNING

Tardiness/Leaving Early Absenteeism Breach of Company Policy Conduct
 Violation of Safety Rules Insubordination Performance Work Quantity or Quality
 Damage or Theft of Company Property Other: _____

DETAILS

Description of Infraction:

Plan for Improvement:

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination. I have read this Warning Notice and understand it.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____