

Disciplinary Action Notice

[Date]

[Employee name and title]

[Name and title of person completing this form]

Employer Statement of Incident

[Describe the incident, including dates and times of when it occurred and whether it was a violation of policy, unsatisfactory performance, or something else. Include names of all involved parties.]

Prior Warning(s) Related to this Incident

[List dates of warnings given to the employee in the past related to this incident, and note whether each warning was verbal or written.]

Company Policy Related to this Incident

[Insert relevant company policy.]

Summary of Performance Expectations

[Describe specific requirements that the company expects of the employee to improve performance to an acceptable level.]

Consequences of Failure to Improve Performance or Correct Behavior

[Sample language: I will assist you in any reasonable way to meet the company's requirements. However, a failure to bring performance up to an acceptable level and/or additional policy violations may result in further disciplinary action up to and including termination of employment.]

Employee Statement and Acknowledgment

By signing below, I acknowledge I have been given time to review this form completely. I have also had an opportunity to attach a written statement confirming the report or providing additional details.

Employee signature: _____

Name and date: _____

Manager or HR representative signature: _____

Name and date: _____