**Disciplinary action form**

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To:**

Employee name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From:**

|  |
| --- |
| Supervisor’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**This employee warning notice is being issued to you for\_\_\_\_\_\_\_\_\_\_\_\_\_, specifically due to the following details:**

[Example: Note any past verbal or written warnings received by the employee regarding their performance/conduct, including emails, job description, training, or other evidence showing that the employee was aware of his/her expectations.]

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Action | Supervisor | Document |
|  |  |  |  |
|  |  |  |  |

[Example: On Date, you and Supervisor took the Action documented by the Document]

**Incident(s) Resulting in This Disciplinary Action**

[Example: Provide a detailed account of what occurred, including the employee’s explanations, actions, and the consequences of the actions taken by the employee.]

**Required Corrections and Timeline for Corrections**

[Example: Detail all corrective actions or new expectations, including a timeline, supervisors, and any support provided to the employee for achieving the corrective actions. Also, detail the consequences of failure to make the required corrections]

This disciplinary action has been issued according to [Company Title’s] Employment Policy.

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Acknowledgement

I acknowledge that I have received and read this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_