# Disciplinary Action Form

Employee No. @EmpCode Department @Department

Employee Name. @EmpName

| Date action taken | Type of action  (first warning, final warning etc.) | Expiry date | Reason for disciplinary action  (absence, lateness etc.) | Details of appeal  (if any) and other remarks |
| --- | --- | --- | --- | --- |
| @DateIssue | @DisType |  |  | @Remark |

Signature & Name