

HR Warning Memo Template

This template provides a formal structure for an HR warning memo, to be used when addressing violations of conduct or policy. It is designed to ensure all necessary information is captured for documentation and to clearly communicate expectations for improvement.

DISCIPLINARY ACTION MEMO

CONFIDENTIAL - HR USE ONLY

Date:

[MM/DD/YYYY]

Employee Name:

[Full Name]

Employee ID:

[Employee ID]

Department:

[Department Name]

Violation Description:

[Detailed description of the policy violation, including date, time, witnesses, and specific behaviors observed. Reference applicable company policies or procedures.]

Supervisor's Statement:

[Supervisor's assessment of the situation, previous discussions or warnings, and impact on team/operations.]

Improvement Expectations & Timeline:

[Specific behavioral changes required, measurable goals, timeline for improvement, and consequences for failure to improve. Include follow-up meeting dates.]

Supervisor Signature:

[Supervisor's Printed Name and Title]

Employee Signature:

[Employee's Printed Name]

(Employee's signature acknowledges receipt of this memo, not necessarily agreement with its content.)

HR Review:

[HR representative comments and approval]

HR Representative Signature:

[HR Representative's Printed Name and Title]

Date of HR Review:

[MM/DD/YYYY]

Distribution:

- Employee File (Original)
- Employee (Copy)
- Supervisor (Copy)