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Your Law Firm Name Goes Here
Any City, Any Town, Any State

DISCIPLINARY NOTICE

Employee _____

Department _____

_____ Written Warning _____ Final Warning

1. Statement of the problem: _____

2. Prior discussion or warnings on this subject, whether oral or written: _____

3. Company policy on this subject: _____

4. Summary of corrective action to be taken by the Company and/or employee: _____

5. Consequences of failure to improve performance or correct behavior: _____

6. Employee Statement: _____

D e m o n s t r a t i o n

Employee Signature: _____ Date _____

Management Approval: _____ Date _____

Distribution: One copy to Employee, one copy to Supervisor and original to Personnel File.