



Memo on Disciplinary Action			
Date	May 30, 2017		
Employee		Immediate Superior	
Name	Admin, Teemworx	Name	
Title/positon	ACCOUNT EXECUTIVE	Title/position	
Incident			
Date	May 29, 2017		
Time	09:00 am		
Location	Office		
Offense (State exactly what originally happened, who was involved; witnesses; what rule, policy, information security is involved)			
Details: Tardiness			
Damage done (if any) HR time			
Action Recommended by the Department Head			
<input type="checkbox"/> Verbal warning		<input checked="" type="checkbox"/> Suspension From: May 29, 2017 To: May 31, 2017	
<input type="checkbox"/> Written warning		<input type="checkbox"/> Dismissal	
(Note: No action is to be taken until a review has been made by HR/OD Department)			
Signature of Immediate Superior _____		Date _____	
Reviewed & Endorsed by: (Dept. Head _____		Date _____	
Employee Remarks			
Acknowledge by (Signature of employee) _____ Date _____			
Disposition and Distribution of this Form:			
1. Employee	2. Immediate Superior	3. Hr/OD	

Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent His rebuke, because the Lord's disciplines those he loves, as a father the son he delights in."