

DISCIPLINARY NOTICE

EMPLOYEE: _____	DEPARTMENT: _____
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STEPS:

- Informal Warning
- Formal Warning
- Final Warning
- Other _____

NUMBER OF INCIDENT(S):

- 1st Warning
- 2nd Warning
- 3rd Warning
- Final Warning

REASON FOR NOTICE:

- Poor Work Performance
- Unprofessional/Inappropriate Behavior
- Excessive Tardiness/Absenteeism
- Violation of Company Policy
- Failure to Follow Instructions
- Other _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1.) Statement of the problem:

2.) Prior discussion or warnings on the applicable subject:

3.) Statement of company requirements on this subject:

4.) Summary of corrective action to be taken:

5.) Expectations of the employee:
(Immediate and sustained improvement)

6.) Consequences of failure to improve performance or corrective behavior:
(Disciplinary action up to and including termination of employment)

I have read and understand what is expected of me as an employee:

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Witness Signature: _____	Date: _____