

Disciplinary Notice



Employee: _____ Department: _____

Steps	Number of Incident(s)
<input type="checkbox"/> Informal Warning	<input type="checkbox"/> 1st Warning
<input type="checkbox"/> Formal Warning	<input type="checkbox"/> 2nd Warning
<input type="checkbox"/> Final Warning	<input type="checkbox"/> 3rd Warning
<input type="checkbox"/> Other:	<input type="checkbox"/> 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: _____