



Disciplinary Action Form

Date \_\_\_\_\_

Name \_\_\_\_\_

Dept. \_\_\_\_\_

Disciplinary Action:

Verbal \_\_\_\_ Written \_\_\_\_ Written & suspension \_\_\_\_ Discharge \_\_\_\_

To the employee:

Your performance has been found unsatisfactory for the reasons set forth below. Your failure to improve or avoid a recurrence will be cause for further disciplinary action.

Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of this warning was personally delivered to the above employee by:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

I have received and read this warning notice. I have been informed that a copy of this notice will be placed in my personnel file.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date