



## Employee Discipline Action Form Template

Employee: \_\_\_\_\_ Date of Warning: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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**Type of Violation**

- Attendance  - Carelessness  - Disobedience  - Safety  - Tardiness

Work Quality  - Other (explain) \_\_\_\_\_



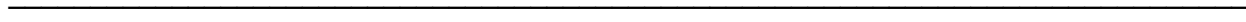
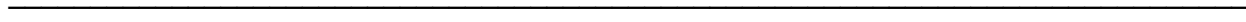
## Warning

Violation Date: \_\_\_\_\_ Violation Time: \_\_\_\_\_

Violation Location: \_\_\_\_\_



## Employer's Statement



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**Employee's Statement**

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**Decision**

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Decision Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## Previous Warnings

1<sup>st</sup> Warning - Date: \_\_\_\_\_ Type:  - Verbal  - Written

2<sup>nd</sup> Warning - Date: \_\_\_\_\_ Type:  - Verbal  - Written

3<sup>rd</sup> Warning - Date: \_\_\_\_\_ Type:  - Verbal  - Written

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## Signatures

Employer's/Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

I have read this "warning decision". I understand it and have received a copy of the same.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_