

EMPLOYEE DISCIPLINE NOTICE

Employee Name: _____ Position/Department: _____

Hire Date: _____ Date of Incident: _____ Today's Date: _____

- Progressive Discipline Stage:**
- Coaching/Counseling
 - Informal Warning
 - Formal Warning # _____
 - Dismissal
 - Suspension (pending investigation)

Rule violated or offense committed:

<input type="checkbox"/> Unsatisfactory Performance	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Unreported Absence
<input type="checkbox"/> Violation of Company Rules	<input type="checkbox"/> Abusive Behavior	<input type="checkbox"/> Customer Complaint
<input type="checkbox"/> Destruction of Property	<input type="checkbox"/> Driving Infraction	<input type="checkbox"/> Safety Violation
<input type="checkbox"/> Careless use of Company Vehicle	<input type="checkbox"/> Excessive Tardiness	<input type="checkbox"/> Improper Conduct
<input type="checkbox"/> On the Job Intoxication	<input type="checkbox"/> Excessive Absence	<input type="checkbox"/> Failure to Communicate
<input type="checkbox"/> Other: _____		

Previous disciplinary action must be documented on the page 2 of Employee Discipline Notice.

Supervisor Statement of the Problem: *(Ex. Violation of company rules, standards, policies, procedures, or unsatisfactory performance.)* _____

Summary of corrective action to be taken: *(Include dates for completion/review)*

Consequences of failure to improve: _____

Employee Comments: _____

Employee Signature Date

Supervisor Signature Date

Witness Signature (not required) Date

Human Resources Signature Date

Check this box if the employee was present for this discussion, but refused to sign.

PREVIOUS DISCIPLINE

Rule Violated/Performance Issue	Date of Incident	Presented by	Stage of Notice

Additional Comments: _____

Manager/Supervisor Signature

Date

Employee Signature

Date