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# Employee Disciplinary Action Form

EMPLOYEE: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_

**TYPE OF ACTION:**

- Verbal Warning (Dept. File Only)
- Written Warning
- Suspension: Begins: \_\_\_\_\_ Ends: \_\_\_\_\_
- Termination: Effective: \_\_\_\_\_

Date(s) of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

**Description of the Incident(s) or Behavior(s):**

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

**Reported by:**

**Other Individuals who may have information:**

**Supporting Evidence, if any (please describe; attach copies of any documentation):**

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

**Employee's Comments:**

Company Name \_\_\_\_\_

**Employee Disciplinary Action Form**

**Employee Information**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee ID: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Manager: \_\_\_\_\_ Department: \_\_\_\_\_

**Type of Warning**

First Warning     Second Warning     Final Warning

**Type of Offenses**

Tardiness/Leaving Early     Absenteeism     Violation of Company Policies  
 Substandard Work     Violation of Safety Rules     Rudeness to Customers/Co-workers  
 Other: \_\_\_\_\_

**Details**

Description of Infraction: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Plan for Improvement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Consequences of Further Infractions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Acknowledgment of Receipt of Warnings**

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with the warning.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Manager Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYEE DISCIPLINARY ACTION FORM**

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

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

**TYPE OF VIOLATION:**

- Attendance     Carelessness     Disciplinary
- Safety     Tardiness     Work Quality
- Other \_\_\_\_\_

**WARNING:**

Violation Date: \_\_\_\_\_  
 Violation Time (a.m. / p.m.): \_\_\_\_\_  
 Place Violation Occurred: \_\_\_\_\_

**EMPLOYER STATEMENT**

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

**EMPLOYEE STATEMENT**

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

**WARNING DECISION**

Approved by: \_\_\_\_\_  

Name	Title	Date
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List All Previous Warnings (When warned and by whom):

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

Previous Warning: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Type: Verbal \_\_\_\_\_

Employee Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_



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