



## EMPLOYEE DISCIPLINE NOTICE

Employee Name \_\_\_\_\_ Date of Warning \_\_\_\_\_

### Type of Violation

Attendance                       Carelessness                       Insubordination  
 Tardiness                       Failure To Follow Instructions                       Violation of Safety Rules  
 Rudeness                       Willful Damage                       Violation of Company Policy  
 Unsatisfactory Work                       Other: \_\_\_\_\_

### Previous Warnings

1<sup>st</sup> Discipline Date \_\_\_\_\_ Cause \_\_\_\_\_

2<sup>nd</sup> Discipline Date \_\_\_\_\_ Cause \_\_\_\_\_

3<sup>rd</sup> Discipline Date \_\_\_\_\_ Cause \_\_\_\_\_

### Employer Statement

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Employee Statement

I Agree With Employers' Statement                       I Disagree With Employers' Statement

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### Action To Be Taken:

Warning                       Probation                       Suspension                       Dismissal

Other \_\_\_\_\_

### Plan For Improvement:

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

### Consequence Should Another Violation Occur:

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

**I have read this Employee Warning Notice and Understand It.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date