



DISCIPLINARY ACTION FORM: WARNING

Employee's Name: _____ Date: _____

Manager/Supervisor's Name: _____ Location: _____

Reason for warning:

- Tardiness
- Failure to follow procedure
- Absenteeism
- Failure to meet performance
- Policy Violation
- Other: _____

Details of action that warranted this warning:

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The following immediate and sustained corrective action must be taken by the employee. Failure to do so will result in further disciplinary action or termination.

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By signing below, acknowledgment of this warning has been given/received.

Employee Signature: _____ Date: _____

Manager/Supervisor Signature: _____ Date: _____

DISCIPLINARY ACTION FORM: TERMINATION

Employee's Name: _____ Date: _____

Manager/Supervisor's Name: _____ Location: _____

Reason for termination:

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Details of action that warranted this termination:

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Manager/Supervisor Signature: _____ Date: _____