



EMPLOYEE DISCIPLINARY ACTION

Employee's Name: _____

Date: _____

Nature of Violation: Substandard Work Tardiness Conduct Attitude
 Disobedience Carelessness Other

SUPERVISOR REMARKS:

Has employee been warned previously: Yes No

Form of Warning: Verbal Written

Date(s) of Warning(s): _____

By Whom: _____

EMPLOYEE'S REMARKS: Attached

(The absence of any statement on your part indicates your agreement with the report as stated.)

Employee's Signature: _____ Date: _____

ACTION TO BE TAKEN:

I have read this disciplinary action and understand it.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

HR Director's Signature: _____ Date: _____