**EMPLOYEE DISCIPLINARY ACTION FORM**

Employee:

Date of Warning:

Department:

Supervisor:

WARNING:

TYPE OF VIOLATION:

Attendance

Carelessness

Disobedience

Violation Date:

Work Quality

Tardiness

Safety

Violation Time: (a.m. / p.m.)

Other

Place Violation Occurred:

**EMPLOYER STATEMENT**

**EMPLOYEE STATEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Approved by: |  | **WARNING DECISION** |  |
| Name | Title | Date |

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: 1st Warning

Date

Verbal

Employee Signature

Date

Written

2

nd Warning

Previous Warning:

Date

Date

Signature of person who prepared warning

Verbal

Written

Date

Supervisor's Signature

Previous Warning:

3

rd Warning

Date

Verbal

Written

Employee

HR Dept

Supervisor

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