

Employee Discipline Form

Employee's Name: _____

Date: _____

Manager/Supervisor's Name: _____

If previous discipline meeting occurred, enter date: _____

Reasons for Warning:

____ Absenteeism ____ Failure to follow procedure ____ Rudeness

____ Tardiness ____ Failure to meet performance ____ Refusal to work overtime

____ Policy violation ____ Fighting ____ Language

____ Other _____

Details of actions that warranted this warning:

The following immediate and sustained corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination:

Note: Your signature on this form means that we have discussed the situation. It doesn't necessarily mean you agree that the infraction occurred.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date