EMPLOYEE DISCIPLINARY ACTION FORM

**Supervisor Name**: [SUPERVISOR NAME]  **Date**: [MM/DD/YYYY]

**EMPLOYEE INFORMATION**

**Employee Name**: [EMPLOYEE NAME] **Department**: [EMPLOYEE DEPARTMENT]  
**Employee Title**: [EMPLOYEE TITLE] **Employee ID** **#**: [EMPLOYEE ID #]

**VIOLATION INFORMATION**

**This disciplinary action form is being issued due to the following violation**:

Attendance  Disobedience  Safety

Tardiness  Performance  Conduct

Harassment  Theft/Damage  Other: [OTHER VIOLATION]

**When did the violation happen?** [VIOLATION DATE]

**Where did the violation happen?** [VIOLATION LOCATION]

**If there have been previous warnings for this violation, enter them here**:

1st warning date: [MM/DD/YYYY] Written  Verbal   
2nd warning date: [MM/DD/YYYY] Written  Verbal   
3rd warning date: [MM/DD/YYYY] Written  Verbal

**STATEMENTS**

**Employer Statement**:

[EMPLOYER STATEMENT]

**Employee Statement**:

[EMPLOYEE STATEMENT]

**DISCIPLINARY ACTION**

The following disciplinary action will be taken:

[DISCIPLINARY ACTION]

By signing below, the employee acknowledges that they have reviewed this form. The

employee understands that this will be placed in their personnel file and that continued

misconduct will result in further disciplinary action, up to and including termination.

**Employee Signature**: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Print Name: [EMPLOYEE NAME]

**Company Signature**: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Print Name: [REPRESENTATIVE NAME] Title: [REPRESENTATIVE TITLE]

**Witness Signature**: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**(If employee refuses to sign)** Print Name: [WITNESS NAME]