



**CLIENT INFORMATION**

Client Company: \_\_\_\_\_

Employee Name: \_\_\_\_\_

**REASON FOR DISCIPLINARY ACTION**

Attendance     Performance     Work Quality     Tardiness     Insubordination     Work Quantity

Other: \_\_\_\_\_

Violation Date: \_\_\_\_\_ Place of Violation: \_\_\_\_\_

Disciplinary Action Notice:     Verbal     First Written     Second Written     Final Written

**COMPANY STATEMENT**

Describe in detail what the employee has done. Cite how this interferes with the work environment, employee performance, business operations or the well being of other employees. Cite, verbatim, the rule, policy, law, standard or regulation that was violated. (Use additional page(s) if necessary). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CORRECTIVE ACTION**

1. What specific corrective action is required of this employee in order to resolve this problem(s)? \_\_\_\_\_

\_\_\_\_\_

2. What will be the consequences if the corrective action is not taken by this employee? \_\_\_\_\_

\_\_\_\_\_

3. What disciplinary action (if any) will be taken at this time? \_\_\_\_\_

\_\_\_\_\_

Follow-Up Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**EMPLOYEE STATEMENT**

I have read the above and understand what corrective action I am required to take in order to resolve the problem explained above.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Employee refused to sign this Notice

\_\_\_\_\_  
Witness Signature

**WORKSITE USE ONLY**

Received By: \_\_\_\_\_

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_