



## **Disciplinary Notice**

**Employee Name:**

**Date:**

- ☐ Informal Warning
- ☐ Formal Warning
- ☐ Final Warning
- ☐ Dismissal

**1. Statement of the problem: (violation of rules, standards, practices or unsatisfactory performance.)**

**2. Prior discussion or warnings on this subject: (oral, written, dates.)**

**3. Statement of company policy on this subject:**

**4. Summary of corrective action to be taken: (Include dates for improvement and plans for follow-up.)**

**5. Consequences of failure to improve performance or corrective behavior:**

**6. Employee comments:**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Distribution: One copy to Employee, one copy to Manager and original copy to Human Resources.**