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Disciplinary form template

Employee warning notice

Name of employee: [first and last name]

Date of notice: [month/day/year]

Job title: [employee's position]

Supervisor: [first and last name]

Violation

[A detailed description of their misconduct, including date and time]

Employer's summary of events

[A summary of your concerns and corresponding evidence]

Employee statement

[Employees comments]

Action taken

[Consequences outlined in company policy]

Warning history

[warning number, date, and resulting action]

Acknowledgement of receipt and understanding

Employer

"I have explained the details of the violation and its severity to the employee. They have been given a copy of this form for their own records and understand that further corrective action will be taken if this behaviour continues."

[Employer signature, title, and date]

[Witness signature, title, and date]

Employee

"I understand the contents of this document and the consequent disciplinary action. I have received a copy of this notice and understand a copy is going in my employee file."

[Employee signature, printed name, and date]



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Example of a completed employment disciplinary action form

Employee warning notice

Name of employee: Jacques Teal

Date of notice: 07/14/21

Job title: Sales Associate

Supervisor: Chase Harrison

Violation

Jacques arrived one hour late for his 8am shift today with no prior warning or notice given to his supervisor.

Employer's summary of events

This is Jacques' second tardiness within the same month. His attitude upon arrival was dismissive and unprofessional.

An employee statement

My alarm didn't go off this morning, and I overslept. In the future, I will take steps to make sure I arrive at work on time.

Action taken

This is our first formal warning. Further tardiness or misconduct in the next 90 days will result in an employee evaluation.

Warning history

Verbal warning given 7/2/2021

Acknowledgement of receipt and understanding

I have explained the details of the violation and its severity to the employee. They have been given a copy of this form for their own records and understand that further corrective action will be taken if this behaviour continues.

Chase Harrison, store manager, 7/14/2021

Amy Limperis, HR supervisor, 7/14/2021



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I understand the contents of this document and the consequent disciplinary action. I have received a copy of this notice and understand a copy is going in my employee file.

Jaques Teal, 7/14/2021

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