

EMPLOYEE DISCIPLINARY ACTION FORM

Employee Name: _____

Employee Position: _____

Violation Date: _____

Violation Time: _____

Violation Location: _____

Type of Violation:

☐ Attendance

☐ Tardiness

☐ Work Quality/Safety

☐ Disobedience

☐ Other: _____

Notes: (Use Form Back if needed)

Action for Violation:

☐ Verbal Warning

☐ Written Warning

☐ Suspension

☐ Termination

I have read & discussed the above information with my immediate supervisor
& understand the ramifications of my actions and how it pertains to my employment.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____