



Employee Disciplinary Action Notice

Client Name: _____

Employee Name: _____ Department: _____

Supervisor Name: _____ Date of incident: _____

Reason for Discipline:

| | | |
|----------------------------|-----------------------------|-----------------|
| Attendance | Unsatisfactory work quality | Insubordination |
| Tardiness | Violation of company policy | Early quit |
| Misuse of company property | Violation of safety rules | Other: _____ |

Warning Type:

| | | | |
|--------|-------|--------|-------|
| Verbal | First | Second | Final |
|--------|-------|--------|-------|

Action taken:

| | | | |
|---------|-----------|------------|--------------|
| Warning | Probation | Suspension | Other: _____ |
|---------|-----------|------------|--------------|

Employer Statement:

Objectives (required performance level):

Solutions (agreed upon actions):

Consequences should objectives not be met:

Employee comments:

Employee Acknowledgement:

My signature indicates that this notice has been discussed with me and that I understand its contents.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Phone: 480.429.8098

Fax: 480.945.1525

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