DISCIPLINARY

ACTION FORM

PRIVATE AND CONFIDENTIAL

|  |  |
| --- | --- |
| **Employee name** |  |
| **Date** |   |
| **Department** |  |
| [ ] **Verbal Warning** | [ ] **Written Warning** | [ ] **Suspension** | [ ] **Final Warning** |

**Your performance was found unsatisfactory for the reason(s) set forth below:**

|  |
| --- |
| **DETAILS** |
|  |
| Your failure to improve or avoid a recurrence will be cause for further disciplinary action in accordance with company policy. | **Follow up meeting date** |
|  |

|  |
| --- |
| **IMPROVEMENT PLAN**  |
|  |

A copy of this warning was personally delivered to the above employee by:

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager/Supervisor Signature** |  | **Date** |  |

I have received and read this warning. I have been informed that a copy of this notice will be placed in my personnel file in HR.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature** |  | **Date** |  |