



**DISCIPLINARY NOTICE**

Employee Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Documentation of \_\_\_\_\_ Written warning or \_\_\_\_\_ Verbal warning

Statement of the problem: \_\_\_\_\_

\_\_\_\_\_

Has the employee received prior warnings on this subject? Yes No

Was the employee's activity in violation of Company policy? Yes No

If yes, describe how: \_\_\_\_\_

\_\_\_\_\_

Describe the correct action to be taken by the company and/or employee:

\_\_\_\_\_

Consequences of failure to improve performance or correct behavior:

\_\_\_\_\_

Employee Statement: \_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_