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** |
|  |

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| --- |
| **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** |  |