Before printing, edit the sections that appear in light blue and in brackets below.

Feel free to edit this form to match your organization’s branded fonts and colors.

# Disciplinary Action Notice

|  |
| --- |
| Date Form Completed:  |
| Name and Title of Employee:  |
| Name and Title of Person Completing this Form:  |

## Employer Statement of Incident

[Describe the incident, including dates and times of when it occurred and whether it was a violation of policy, unsatisfactory performance, or something else. Include names of all involved parties.]

## Prior Warning(s) Related to this Incident

[List dates of warnings given to the employee in the past related to this incident, and note whether each warning was verbal or written.]

## Company Policy Related to this Incident

[Insert relevant company policy.]

## Summary of Performance Expectations

[Describe specific requirements that the company expects of the employee in order to improve performance to an acceptable level.]

## Consequences of Failure to Improve Performance or Correct Behavior

[Sample language: I will assist you in any reasonable way to meet the Company’s requirements. However, a failure to bring performance up to an acceptable level and/or additional policy violations may result in further disciplinary action up to and including termination of employment.]

## Employee Statement and Acknowledgement

By signing below, I acknowledge I have been given time to review this form completely. I have also had an opportunity to attach a written statement confirming the report or providing additional details.

|  |  |
| --- | --- |
| Employee Signature:  | Date:  |
| Manager or HR Signature:  | Date:  |

**Legal Disclaimer:** This document is intended for informational purposes only and was created in accordance with federal law; it may not encompass state or local law.