

Employee Disciplinary Action

Employee Name: _____

Position: _____ Date: _____

Brief Description and Dates of any prior offenses:

Verbal Warning

Written Warning

It is necessary to warn you of the following:

Absence (List dates below)

Insubordination

Using Abusive Language

Poor Work Habits

Abuse of Equipment

Cash Violation

Work Rule Violation

Tardiness

Violation of Company Rule / Policy

Safety Rules Violation

Dress Code Violation

Leaving Work Without Reason

Inappropriate Behavior

Other

Explanation of Offense:

Employee Comments:

Improvement Plan:

By signing employee acknowledges discussion and receipt from supervisor. Additionally, will ensure this will not occur again and understand that continual unacceptable performance will lead to additional disciplinary action up to and including termination.

Employee Signature

Date

Manager Signature

Date