**Disciplinary Form Template**

Use this template to create a disciplinary form:

Employee warning notice

Employee: [first and last name]

Date notice was received: [month/day/year]

Role: [employee’s position]

Supervisor/manager: [first and last name]

Violation (check one)

\_\_[List of behaviors that would require disciplinary action]

Violation details

Date: [date of the incident]

Time: [if applicable]

Employer’s summary of events

[Employer’s comments]

Employee’s statement

[Employee’s comment]

Action taken

[Repercussions as outlined by company policy]

[Relevant dates]

Prior warnings:

[Warning number, date and action taken]

Statement of receipt

Employer and witness

“I have explained every detail regarding this violation of company policy and the resulting disciplinary action as well as any future actions that will be taken if this behavior continues. The employee has been given a copy for their records.”

Employer’s name:

Employer’s signature:

Title:

Date:

Witness’s name:

Witness’s signature:

Title:

Date:

Employee

“I understand the contents of this documentation and the disciplinary actions that result. I have received a copy of this notice and understand that a copy will be kept in my employee file.”

Employee’s name:

Employee’s signature:

Date: