**Employee Disciplinary Form**

Here is an example of a filled out disciplinary action form:

Employee warning notice

Employee: Brent Kaiser

Date: 10/26/20

Role: Sales representative

Supervisor/manager: Alex Beaker

Violation:

Tardiness

Violation details

Date: 10/26/19

Time: 9:30 a.m.

Employer’s summary of events

Brent was late to work without providing an adequate reason or phone call to inform his supervisor.

Employee’s statement

My alarm didn’t go off this morning and so I overslept. I will take steps to ensure that this will not happen in the future.

Action taken

This is the first formal written notice. Future instances of tardiness within the next 90 days will warrant an employee review.

Valid until 01/26/2020

Prior warnings:

Verbal warning for tardiness – 9/15/19

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 of their warning form.”

Employer’s name: Alex Beaker

Employer’s signature: Alex Beaker

Title: Sales manager

Date: 10/26/19

Witness’s name: Brenda Bates

Witness’s signature: Brenda Bates

Title: Sales supervisor

Date: 10/26/19

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: Brent Kaiser

Employee’s signature: Brent Kaiser

Date: 10/26/19