

Employee Disciplinary Form



Employee Disciplinary Form

Employee Information

- Employee Name: _____
- Employee ID: _____
- Department: _____
- Date of Incident: _____

Description of Incident

Please provide a detailed description of the incident or behavior that led to the disciplinary action.

Previous Discussions or Warnings

Indicate whether any previous discussions or warnings were issued to the employee regarding similar behavior.

- Yes
- No

If yes, please provide details of the previous discussions or warnings.

Investigation Details (if applicable)

If an investigation was conducted, summarize the findings.

Disciplinary Action

Select the appropriate disciplinary action taken.

- Verbal Warning
- Written Warning
- Suspension
- Probation
- Demotion
- Termination

Action Plan

Provide a clear action plan for the employee, outlining expectations and areas for improvement.

Employee Response

Allow the employee to provide their response to the disciplinary action.

Acknowledgment

I, the undersigned, acknowledge that I have received and reviewed this Employee Disciplinary Form. I understand the reasons for the disciplinary action and the action plan set forth.

Employee Signature: _____

Date: _____

Witness

The following individual witnessed the discussion and signing of this form.

Witness Name: _____

Witness Signature: _____

Date: _____

Human Resources

*HR Representative's Name: _____

HR Representative's Signature: _____

Date: _____