

Supervisor-issued Notice of Disciplinary Action Form

The **Supervisor-issued Notice of Disciplinary Action Form** provides a standardized template for documenting employee disciplinary measures. This form ensures clear communication of infractions and the consequences imposed, promoting consistency and fairness in the workplace. Utilizing this form helps supervisors maintain accurate records and supports effective personnel management.

A. Employee Information

Employee Name		Job Title	
Department		Employee ID	
Date of Notice			

B. Infraction Details

Description of Infraction
Date(s)/Time(s) of Incident

C. Previous Disciplinary Action (if any)

D. Disciplinary Action Taken

Type of Action	Effective Date	Duration (if applicable)
<input type="checkbox"/> Verbal Warning		
<input type="checkbox"/> Written Warning		
<input type="checkbox"/> Suspension		
<input type="checkbox"/> Termination		
<input type="checkbox"/> Other:		

E. Supervisor Comments

F. Employee Comments (optional)

Supervisor Signature		Date	
Employee Signature		Date	

Note: Employee acknowledgment by signature does not necessarily indicate agreement with the disciplinary action, but confirms that the notice has been reviewed and discussed.