

Employee Statement Form for Disciplinary Action

The **employee statement form** for disciplinary action is a crucial document used to record an employee's account of an incident or behavior under review. It ensures transparency and provides a formal platform for employees to present their side during disciplinary procedures. Utilizing this form helps maintain a fair and organized process within the workplace.

Employee Name:

Employee ID (if applicable):

Department:

Date of Incident:

Employee Statement (please describe the incident or behavior in your own words):

Witnesses (if any):

Additional Information:

Employee Signature:

Date:

Submit Statement