

Notice of Disciplinary Action Form

This form documents disciplinary actions taken against employees and serves as an official record of policy violations and related consequences. It must be completed and signed by both the employee and the HR/manager.

Employee Name	[Insert Employee Name]	Employee ID	[Insert Employee ID]
Department	[Insert Department]	Position/Title	[Insert Position/Title]
Date of Incident	[MM/DD/YYYY]	Date of Notice	[MM/DD/YYYY]

Type of Disciplinary Action (Check one):

- ☐ Verbal Warning
- ☐ Written Warning
- ☐ Suspension
- ☐ Final Warning
- ☐ Termination

Description of Violation/Incident:

[Describe the specific behavior or incident, referencing relevant company policies if applicable.]

Previous Warnings/Actions (if any):

[List dates and types of prior warnings or disciplinary actions, if applicable.]

Action(s) to be Taken:

[Outline corrective steps, expectations for improvement, and consequences if no improvement is shown.]

Employee Comments:

[Allow space for the employee to provide their statement or comments regarding the incident.]

Employee Signature & Date

Supervisor/Manager Signature & Date

HR Representative Signature & Date

This notice will be placed in the employee's personnel file.