

Detailed Notice of Disciplinary Action Form

This **Detailed Notice of Disciplinary Action Form** sample provides a clear template for documenting workplace violations. It ensures that all necessary information, including the nature of the violation and corrective measures, is thoroughly recorded. Using this form promotes transparency and accountability in the disciplinary process.

Employee Information

| | | | |
|------------|-------|-------------|-------|
| Name | _____ | Employee ID | _____ |
| Department | _____ | Position | _____ |

Details of Violation

| | |
|---------------------------|-------|
| Date(s) of Violation | _____ |
| Description of Violation | _____ |
| Policy/Procedure Violated | _____ |

Previous Disciplinary Actions (if any)

| Date | Type of Action | Reason |
|------|----------------|--------|
| | | |
| | | |

Corrective Action Plan

| | |
|-----------------------|----------------|
| Action to be Taken | _____ |
| Effective Dates | _____ to _____ |
| Follow-Up/Review Date | _____ |

Signatures

| | | |
|------------------------------|-------|-------------|
| Employee Signature | _____ | Date: _____ |
| Supervisor/Manager Signature | _____ | Date: _____ |
| HR Representative Signature | _____ | Date: _____ |

Note: The employee's signature acknowledges receipt, not necessarily agreement, of this disciplinary notice.