

Notice of Disciplinary Action Form Sample

The **Notice of Disciplinary Action Form** sample with a warning letter provides a structured template to document employee misconduct and initiate corrective measures. It ensures clear communication of the issue, disciplinary steps, and expectations for improvement. This form is essential for maintaining workplace standards and supporting fair disciplinary processes.

Employee Information

Name:

Employee ID:

Department:

Supervisor:

Date:

Details of Infraction

Description of Misconduct/Infraction:

Policy Violated (if any):

Date/Time of Incident:

Disciplinary Action

Action Taken:

 Verbal Warning ▾

Corrective Measures/Expectations:

Signatures

Employee Signature:

Supervisor Signature:

Sample Warning Letter

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

This letter serves as a formal written warning regarding your recent conduct on [date of incident], specifically [description of misconduct/infraction]. Such behavior is a violation of company policy ([policy violated] if applicable).

As previously discussed, this behavior does not meet the standards expected from employees at [Company Name]. You are expected to [list corrective actions/expectations], and further occurrences may result in more severe disciplinary action, up to and including termination.

Please acknowledge receipt of this warning letter by signing below.

Sincerely,
[Supervisor Name]
[Title]

Employee Signature

Date