



## Employee Disciplinary Action Notice

☐ Verbal Warning      ☐ Written Warning      ☐ Notice of Suspension

Unpaid Working Days - Effective Dates From \_\_\_\_\_ to \_\_\_\_\_

Employee to return to work on: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_ Department: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for Warning:

Corrective Action Required:

Text

Disciplinary Action as a Result of this incident:

Employee Response:

*By signing this, I am acknowledging that I have been counseled and/or warned as noted above.*

\_\_\_\_\_/\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_/\_\_\_\_\_  
Manager Name & Title / Manager Signature / Date

\_\_\_\_\_/\_\_\_\_\_  
Witness Name & Title / Witness Signature / Date