

Hotel Name:	
Employee Name:	
Job Title:	
Department:	
Date of Incident:	
Date of Action:	

Type of Disciplinary Action:

- Verbal Warning
- Written Warning
- Final Warning
- Suspension Without Pay
- Termination

Description of Incident (provide a detailed explanation of incident, behavior, or performance issues that led to this action. Include Dates, times, and any witnesses if applicable):

Violation/s of Hotel Policies and/or Procedures (identify specific policy or procedure that was violated and include references to employee handbook or any legal or safety regulations if applicable):

Corrective Action Plan (outline steps the employee must take to correct the behavior or performance issue. Include any expectations for improvement and a time-frame for reevaluation):



Employee Comments (allow the employee to provide any feedback or comments about the incident or disciplinary action):

Four horizontal lines for employee comments.

Acknowledgement and Signature

By signing below, the employee acknowledges that the disciplinary action has been reviewed with them, and they understand the consequences and expectations for future behavior or performance.

Employee Name: _____

Signature: _____ Date: _____

Supervisor/Manager Name: _____

Signature: _____ Date: _____

Human Resources Representative Name: _____

Signature: _____ Date Reviewed: _____

Additional Notes/Follow-Up Actions

Any additional notes about follow-up meetings, further actions, or monitoring of performance.

Four horizontal lines for additional notes.

This form ensures clarity, consistency, and fairness in documenting employee disciplinary actions, and can be adjusted based on specific hotel policies or the severity of the issue.