



# Employee Disciplinary Action Report

**Employee Name:**

**Employee Email:**

**School:**

**Date Issued:**

*The purpose of this report is to make you aware of deficiencies in your conduct and/or performance. Our intent is to define for you the seriousness of this situation so that you may take corrective action and improve your value to the company.*

**Noted Deficiency:**

\_\_\_ Misconduct

\_\_\_ Insubordination

Other

\_\_\_ Attendance

\_\_\_ Unsatisfactory Performance

\_\_\_ Tardy

\_\_\_ Safety

\_\_\_\_\_

**Specific Incident or Situation:**

**Corrective Steps Required:**

This situation will be reviewed again on: Date: \_\_\_\_\_ As Needed: ☐

**Warning Notice**

**Disciplinary Action**

\_\_\_ 1st NOTICE

\_\_\_ Written Counseling

\_\_\_ 2nd NOTICE

\_\_\_ Written Warning

\_\_\_ Termination

*We are interested in working with you and encourage you to consult us if you have any questions regarding company policy, work rules, or job performance. You should understand that failure to correct this situation may result in further disciplinary action, up to and including termination of employment.*

**Supervisor Signature:**

**Date:**

I have read and understand this Employee Disciplinary Action Report and I acknowledge receipt of a copy.

**Employee Signature:**

**Date:**

Acknowledged receipt and review of document

**CEO/Director**

**Date:**