

## EMPLOYEE DISCIPLINARY ACTION

Employee: \_\_\_\_\_ Date of Warning: \_\_\_\_\_

Manager: \_\_\_\_\_ Department: \_\_\_\_\_

Type of violation: \_\_\_\_\_

Summary of Incident (With date and time)

### EMPLOYER STATEMENT

### WARNING DECISION

Verbal

Written

Final

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

List all previous Warnings (when warned and by whom):

Previous Warning: 1<sup>st</sup> Warning

Date: \_\_\_\_\_

Verbal: \_\_\_\_\_

Written: \_\_\_\_\_

Previous Warning: 2<sup>nd</sup> Warning

Date: \_\_\_\_\_

Verbal: \_\_\_\_\_

Written: \_\_\_\_\_

Previous Warning: 3<sup>rd</sup> Warning

Date: \_\_\_\_\_

Verbal: \_\_\_\_\_

Written: \_\_\_\_\_

This Warning decision has been explained to me and I accept it without any condition. I have understood the same.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**HR**  
(Original)

**Manager**  
(Copy)