

DISCIPLINARY NOTICE

Employee: _____ Department: _____

Written Warning () Final Warning ()

1. Statement of the problem: (violation of rules, policies, standards or practices, or unsatisfactory performance)

2. Prior, if any, discussion or warnings on this subject, whether oral or written. (List dates):

3. Company policy on this subject:

4. Summary of corrective action to be taken by the company and/or employee:

5. Consequences of failure to improve performance or correct behavior:

6. Employee statement: (continue on reverse, if necessary)

Supervisor

Date

Employee

Date