

# Written Disciplinary Warning

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

Department/Area: \_\_\_\_\_

- Verbal Warning
- Written Warning
- Suspension without Pay
- Dismissal

1. Statement of the problem: Clearly state the specific violation of rules, safety requirements, company policies or practices or unsatisfactory performance the employee has demonstrated.

2. Prior discussions or warnings on this subject: Be specific about dates and whether they were oral or written warnings.

3. What is the organization's policy on this issue/subject:

4. Summary of corrective action to be taken: Include timeline for improvement and plans, with dates, for follow-up.

5. Employee comments: Employee does not have to agree with the Company's actions, but the Employee is nevertheless required to follow the corrective action set forth in the document.

Employee is warned that any further violations of company policy, safety rules, company practices or unsatisfactory performance will result in disciplinary action, up to and including termination of employment.

Employee Signature:	Date:
Supervisor Signature:	Date:

If the employee refuses to sign the document, make a note of the date and time of the discussion below the signature boxes. Make a copy and deliver it to the employee.