



CLIENT INFORMATION

Client Company: _____
Employee Name: _____

REASON FOR DISCIPLINARY ACTION

<input type="radio"/> Attendance <input type="radio"/> Performance <input type="radio"/> Work Quality <input type="radio"/> Tardiness <input type="radio"/> Insubordination <input type="radio"/> Work Quantity
<input type="radio"/> Other: _____
Violation Date: _____ Place of Violation: _____
Disciplinary Action Notice: <input type="radio"/> Verbal <input type="radio"/> First Written <input type="radio"/> Second Written <input type="radio"/> Final Written

COMPANY STATEMENT

Describe in detail what the employee has done. Cite how this interferes with the work environment, employee performance, business operations or the well being of other employees. Cite, verbatim, the rule, policy, law, standard or regulation that was violated. (Use additional page(s) if necessary). _____ _____ _____ _____

CORRECTIVE ACTION

1. What specific corrective action is required of this employee in order to resolve this problem(s)? _____ _____	
2. What will be the consequences if the corrective action is not taken by this employee? _____ _____	
3. What disciplinary action (if any) will be taken at this time? _____ _____	
Follow-Up Date: _____	
_____ Supervisor's Signature	_____ Date

EMPLOYEE STATEMENT

I have read the above and understand what corrective action I am required to take in order to resolve the problem explained above. _____ _____	
_____ Employee's Signature	_____ Date
<input type="radio"/> Employee refused to sign this Notice	_____ Witness Signature

WELCO USE ONLY

Received By: _____	Processed By: _____
Date: _____	Date: _____