

# Disciplinary Action Form

Employee Name	Date				
Department	Oral Warning	Written Warning	Written Warn & Suspend	Final Written	Discharge

Your performance was found unsatisfactory for the reason(s) set forth below:

## Details

Date of next meeting for follow-up

Your failure to improve or avoid a recurrence will be cause for further disciplinary action in accordance with company policy.

## Improvement Plan

A copy of this warning was presonally delivered to the above employee by:

I have received and read this warning. I have been informed that a copy of this notice will be placed in my personnel file in HR.

Supervisor	Date	Employee Signature	Date
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