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# Employee Discipline Form PDF

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## Employee Information

- Employee Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_
- Date: \_\_\_\_\_
- Supervisor: \_\_\_\_\_

## Incident Details

- Date of Incident: \_\_\_\_\_
- Location of Incident: \_\_\_\_\_
- Description of Incident: (Please describe the incident in detail)

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## Type of Violation

- Attendance
- Conduct
- Performance
- Policy Violation
- Other: \_\_\_\_\_

## Previous Warnings

- First Warning
- Second Warning

- No Previous Warnings

**Corrective Action Taken**

- Verbal Warning
- Written Warning
- Suspension
- Termination
- Other: \_\_\_\_\_

**Employee Acknowledgment**

- Employee's Statement: (Optional)

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- Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Statement**

- Supervisor's Comments:

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- Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_