

**Employee Discipline Form Template**

**Employee & Incident Information**

* **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_**
* **ID Number: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Date of Report: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Incident Date: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Type of Misconduct: \_\_\_\_\_\_\_\_\_\_\_\_ (e.g., Lateness, Insubordination)**
* **Description of Incident: \_\_\_\_\_\_\_\_\_\_\_\_**

**Corrective Actions**

* **Counseling**
* **Warning Letter**
* **Probation**
* **Suspension**
* **Dismissal**

**Manager's Review**

* **Manager's Name: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Comments: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Action Plan: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Signature: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Employee's Response**

* **Comments: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Signature: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**