
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: _____