Free Employee Discipline Form Template Word

**Employee Profile**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Department: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_**

**Incident Overview**

* **Incident Date: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Witnesses: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Detailed Incident Description: \_\_\_\_\_\_\_\_\_\_\_\_**

**Violation & Consequences**

* **Violation Type: \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Policy Violation**
  + **Unethical Conduct**
  + **Performance Issue**
* **Consequences: \_\_\_\_\_\_\_\_\_\_\_\_**
  + **Notice**
  + **Formal Warning**
  + **Suspension**
  + **Termination**

**Resolution & Acknowledgment**

* **Improvement Plan: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Follow-up Date: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee Comment: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**
* **Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**