

Employee Discipline Notice

Employee Name: _____

Date of Notice: _____

Date(s) of Violation(s): _____

Management Statement

Nature of Violation(s)

Alcohol/Drug Abuse

Health/Safety Violation

Absence/Tardiness

Substandard Work

Insubordination

Rule/Policy Violation

Specifically:

Action Taken:

Warning

Suspension

Termination

Other _____

Further violation will/may result in:

Suspension

Termination

Other _____

Management Signature _____

Employee Statement

I agree with Management's Statement.

I disagree with Management's Statement.

Specifically:

Signing this form means that I have received the form and I understand that, unless otherwise notified, even if I disagree with the management statement that any disciplinary action taken and any action listed in the "Further violation" section above will still stand. Failure to sign this form will be considered insubordination and may result in termination.

Employee Signature _____