

Employee Discipline Notice

Employee Name

Title

Supervisor Name

Today's Date

Type of Discipline Being Issued

Previous Disciplined Issued - Check All That Apply

A - Written Counseling

B - 1st Written Warning

C - 2nd Written Warning

D - Written Admonishment

E - Written Reprimand

F - 1 Day Suspension

G - 2 Day Suspension

H - 3 Day Suspension

I - 4 Day Suspension

J - 5 Day Suspension

K - 6 Day Suspension

L - 7 Day Suspension

M - 14 Day Suspension

N - 21 Day Suspension

O - 30 Day Suspension

No Previous Discipline

Date of Incident

Corresponding Letter

Date of Incident

Corresponding Letter

Date of Incident

Corresponding Letter

Date of Incident

Corresponding Letter

Date of Incident

Corresponding Letter

Reason for Discipline

Enter all dates that apply to the this specific incident(s) - Example: All dates of tardiness

Date of Incident

Date of Incident

Date of Incident

Date of Incident

Date of Incident

Date of Incident

Date of Incident

Date of Incident

Date of Incident

Briefly describe incident using only facts

Describe what the correct behavior or performance should be – Also list anything you are requiring the employee to complete, such as training.

Employee comments

Supervisor's Signature

Date Signed

Employee Signature

Date Signed

Witness Signature (Only if employee refuses to sign)

Date Signed