



## EMPLOYEE DISCIPLINARY NOTICE

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Worksite/Client Location

\_\_\_\_\_  
Date

Issues of conduct: (performance, absenteeism, tardiness, insubordination, intoxicants, illegal drugs, fighting on job, etc.)


Previous verbal and/or written warning notice(s): (date, specificity, and environment)


Consequences of failure to improve:


Employee comments:


Although my signature below indicates that I have received this written disciplinary notice, it in no way should be considered an admission of guilt or personal agreement that the above event or issues occurred.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Witness