SERVANTHR

Creating Freedom to Focus!

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