



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