

**Modern Business Associates** Dept. / Division: \_\_\_\_\_

# Employee Discipline Form - Template *Confidential*

**Employee Name:** \_\_\_\_\_

**Warning Date:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

## **Violation(s)**

- |   |   |
|---|---|
| <input type="checkbox"/> Attendance                     | <input type="checkbox"/> Personal Work                      |
| <input type="checkbox"/> Breach of Company Policy       | <input type="checkbox"/> Safety                             |
| <input type="checkbox"/> Carelessness                   | <input type="checkbox"/> Tardiness                          |
| <input type="checkbox"/> Conduct                        | <input type="checkbox"/> Unauthorized Absence               |
| <input type="checkbox"/> Creating a Disturbance         | <input type="checkbox"/> Work Quality / Accuracy            |
| <input type="checkbox"/> Failure to Follow Instructions | <input type="checkbox"/> Work Quantity / Output             |
| <input type="checkbox"/> Insubordination                | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Performance                    | <input type="checkbox"/> Other _____                        |

## **Description of Violation(s):**

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**Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.**

**I have read this Warning Notice and understand it.**

<b>Employee's Signature:</b> _____	<b>Date:</b> _____
<b>Supervisor's Signature:</b> _____	<b>Date:</b> _____