

Record of Disciplinary Notice

Employee Name: _____

Date: _____

Department: _____

Auditor: _____

Job Title: _____

Verbal Warning

First Warning

Second Warning

Probation

Issue/action:

Out of Uniform: _____

Tardiness: _____

Absenteeism: _____

Policy Violation: _____

Insubordination: _____

Safety Violation: _____

Damaged Equipment: _____

Other: _____

Corrective Action:

Employee Signature: _____

Auditor's Signature: _____