

## **EMPLOYEE DISCIPLINARY NOTICE** Worksite/Client Location **Employee Name** 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