

Second Disciplinary (Written) Warning for Repeated Incident

Employee was given a "first offense" verbal warning on _____ [date]

Employee Name _____ Job Title _____

Today's Date _____ Date of Incident _____

Description of the incident that occurred: (Include location of incident)

Witnesses to the incident (if applicable):

Corrective or disciplinary action to be taken:

Written [2nd warning]* Probation Suspension Other (explain below)

**Prior discussions or warnings on this subject, whether oral or written are attached*

Consequences for failure to improve performance or correct behavior:

Employee statement:

I acknowledge receipt of this disciplinary action and that its contents have been discussed with me.
I understand that my signature does not necessarily indicate agreement.

_____ Employee Signature _____ Date

_____ Manager/Administrator _____ Date