

Written Disciplinary Warning

Employee: _____

Department: _____

Steps:

- Verbal Warning
- Written Warning
- Suspension without Pay
- Dismissal

1. Statement of the problem: (specific violation of rules, safety requirements, company practices or unsatisfactory performance.)

2. Prior discussion or warnings on this subject: (dates and whether oral or written.)

3. Identify the relevant company policy on this subject.

4. Summary of corrective action to be taken: (Include timeline for improvement and plans for follow-up.)

5. Employee comments (Employee does not have to agree with the Company's actions, but the Employee is nevertheless required to follow the corrective action set forth herein):

Employee is warned that any further violations of company policy, safety rules, company practices or unsatisfactory performance will result in disciplinary action, up to and including termination of employment.

Employee Signature

Date

Supervisor Signature

Date

The HR-related content of this form was originally produced by The HR Support Center, a strategic resource partner of MidwestHR

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