



APPENDIX I

Sample Written Disciplinary Form

Download this Sample Written Disciplinary Form on our website: www.arbusinessnavigator.com

Employee Name:

Job Title:

Department:

Supervisor:

Date:

First Warning

Second Warning

Final Warning

The purpose of this written warning is to bring to your attention new or ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your personnel file.

Reason for warning (violation of company policy or unsatisfactory performance/behaviors):

Prior discussion or warnings on this subject (verbal/written, dates):

Relevant company policy violated:

Corrective action required:

Consequences of failure to improve performance or correct behavior:

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

Signatures:

Employee

Date

Supervisor

Date