Disciplinary Action Form

## Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name | [Enter employee name] | Date | [Enter date] |
| Job title | [Enter employee job title] | Manager | [Enter manager’s name] |
| Employee ID | [Enter employee ID no.] | Department | [Enter department name] |

## Employee responsibilities

[Responsibilities of the employee as it relates to the incident]

## Type of policy or rule violation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unexcused absences |  | Tardiness |  | Misconduct |
|  | Harassment |  | Insubordination |  | Substandard work performance |
|  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Description of incident

|  |  |
| --- | --- |
| Date/time of the incident | [Enter date/time] |
| Location of the incident | [Enter location] |
| Incident description | [Provide a detailed description of the incident, and additional notes on previous disciplinary actions, informal coaching or discussions related to the issue] |

## Disciplinary action taken

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Verbal warning |  | Written warning |  | Final warning |
|  | Demotion |  | Suspension  Start date: \_\_\_\_\_\_\_  End date: \_\_\_\_\_\_\_\_ |  | Termination  Effective from: \_\_\_\_\_\_\_\_ |
|  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

## Comments

[Write down any additional comments, for example, the employee’s explanation of the conduct if there was any.]

## Acknowledgement of disciplinary action

By signing this form, you acknowledge receipt of this disciplinary action.

|  |  |
| --- | --- |
|  |  |
| Employee signature | Date |
|  |  |
| Manager signature | Date |
|  |  |
| HR’s signature | Date |

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