

DISCIPLINARY NOTICE

Employee _____

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Department _____

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_____ Written Warning _____ Final Warning

1. Statement of the problem: _____

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2. Prior discussion or warnings on this subject, whether oral or

written: _____

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3. Company policy on this subject: _____

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4. Summary of corrective action to be taken by the Company and/or

employee:_____

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5. Consequences of failure to improve performance or correct

behavior:_____

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6. Employee Statement:_____

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Employee Signature: _____ Date _____

Management Approval: _____ Date _____

Distribution: One copy to Employee, one copy to Supervisor and original to Personnel File.