

Modern Business Associates **Dept. / Division:** _____

Employee Discipline Form - Template *Confidential*

Employee Name: _____**Warning Date:** _____**Social Security Number:** _____

Violation(s)

- | | |
|---|---|
| ☐ Attendance | ☐ Personal Work |
| ☐ Breach of Company Policy | ☐ Safety |
| ☐ Carelessness | ☐ Tardiness |
| ☐ Conduct | ☐ Unauthorized Absence |
| ☐ Creating a Disturbance | ☐ Work Quality / Accuracy |
| ☐ Failure to Follow Instructions | ☐ Work Quantity / Output |
| ☐ Insubordination | ☐ Willful Damage to Company Property |
| ☐ Performance | ☐ Other _____ |

Description of Violation(s):

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Warning Notice and understand it.

Employee's Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____