

Employee Discipline Notice

Employee Name:	Co-Employer/Client
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Social Security Number:	Date:
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Disciplinary Action

- Verbal Warning
- Written Warning
- Disciplinary Probation until ____/____/____ (In Conjunction With Written Warning)
- Suspension Without Pay Beginning ____/____/____ through ____/____/____
- Demotion (payroll notice required)
- Termination (payroll notice required)

MANAGEMENT - DETAILED DESCRIPTION OF PERFORMANCE CAUSING THIS ACTION

Include dates, times, locations, and names of all relevant parties and witnesses, policies violated, and all data related to documents, numbers, amounts, facts and attachments

Statement to Employee (Check One)

- You are being issued this disciplinary warning to identify work deficiencies or violations of Policy. Further problems of any kind may result in further disciplinary action up to and including discharge.
- You are being suspended from work immediately pending investigation of circumstances described here. Termination of employment or other action will be determined.

Employee Statement (Check One)

- Agree With Statement Above
- Disagree With Statement Above
- Agree With Action Being Taken
- Disagree With Action Being Taken

Employees Signature	DATE
Supervisors Signature	DATE
Witness	DATE