

Modern Business Associates Dept. / Division: _____

Employee Discipline Form - Template *Confidential*

Employee Name: _____

Warning Date: _____

Social Security Number: _____

Violation(s)

- | | |
|---|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Personal Work |
| <input type="checkbox"/> Breach of Company Policy | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Carelessness | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Conduct | <input type="checkbox"/> Unauthorized Absence |
| <input type="checkbox"/> Creating a Disturbance | <input type="checkbox"/> Work Quality / Accuracy |
| <input type="checkbox"/> Failure to Follow Instructions | <input type="checkbox"/> Work Quantity / Output |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Performance | <input type="checkbox"/> 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: _____