**Employee Discipline Form**

**[Organization Name]**

1. **Employee information**

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

1. **Type of policy or rule violation**

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

1. **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 any additional notes on previous disciplinary actions, informal coaching or discussions related to the issue.] |

1. **Disciplinary action taken**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Verbal warning |  | Written warning |  | Final warning |
| Demotion |  | Suspension |  | Termination |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |

1. **Additional comments**

[Write down any additional comments — for example, the employee’s explanation of their own conduct if they’ve offered one.]

1. **Future expectations and next steps**

[State future expectations of the employee if they will remain employed, and detail next steps if they are to be terminated.]

1. **Acknowledgment 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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