

DISCIPLINARY NOTICE

Employee Name _____

Today's Date _____

Store/Area Number _____

Department _____

Date of Occurrence _____

This notice concerns:

Has this problem been discussed with
The employee before?

_____ YES _____ NO

_____ Failure to follow rules, policies, directions

_____ Flagrant Violation(s)

COUNSELING RECORD

Describe previous coaching and counseling and attach documentation:

DISCIPLINARY RECORD

	1 st Written Warning	Final Written Warning	Termination*
Date:			
Issued by:			

SITUATION STATEMENT

Describe the situation leading to issuance of this action:

*See Termination Policy for required approval levels

SITUATION STATEMENT (continued)

ACTION TO BE TAKEN

Include such items as appropriate standards, time frames, etc.:

Issued by: _____
Name Title Date

Received by: _____

EMPLOYEE ACKNOWLEDGMENT

I HAVE READ AND UNDERSTAND THIS NOTICE.

Employee Signature: _____ Date: _____

Remarks:
