



## **Written Disciplinary Warning Instructions**

Use this page to help you complete the “Written Disciplinary Warning” template.

**DO NOT give or discuss these instructions with the employee who is being disciplined.**

If you have any questions about how to complete this form, please contact an HR Professional.

**Section 1:** Describe the problem. Focus on: (1) specific instances of job performance failures (2) specific violation of rules, (3) specific violation of safety requirements, (4) specific violation of company practices or (5) specific unacceptable job-related behaviors of the employee.

Tie performance or behavior issues to violations of specific Company policies where possible. Include the impact that the behavior has on the employee's department and the company in general.

**Section 2:** List any prior unsuccessful actions (management coaching, verbal and/or documented counseling sessions) you have taken to assist the employee in correcting the problems. Be specific. List the date(s), state whether the previous action was oral or written and summarize prior discussions.

If this is a first time or single event that is serious enough to warrant a written warning, leave this section blank.

**Section 3:** If applicable, list all of the specific Company policies that have been violated as a result of the employee's conduct.

**Section 4:** List the actions the employee should take to correct the problem. Be specific and clear. Consider including the phrase "immediate and sustained improvement is required". This will assist in avoiding a common situation - improvement for a brief period followed by resumption of the same unacceptable behavior. Finally, include timeline for improvement and plans for follow-up.

**Section 5:** Outline the consequences of not successfully correcting the problem. This section should include the following language:

**“Failure to successfully comply with this Warning will lead to further disciplinary action up to and including the termination of your employment with COMPANY, Inc.”**

Make it clear to the employee that he/she does not have to agree with the Company's actions, but the employee is nevertheless required to follow the corrective action set forth herein

### **Following The Meeting With The Employee**

Place the signed form in the employee's personnel file and provide a copy to the employee. If the employee refuses to sign this form, just write in big letters on the form **“EMPLOYEE REFUSED TO SIGN”** and place the form in the employee's personnel file and provide a copy to the employee.

**DO NOT discipline the employee for refusing to sign the disciplinary form.**

**Note:** Consider asking your supervisor or your attorney to review this document before giving it to the employee in question.



# WRITTEN DISCIPLINARY WARNING

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Disciplinary Action Taken:**

Verbal Warning

Suspension without Pay

Written Warning

Dismissal

**1. Statement of the problem:**

**2. Prior discussion or warnings on this subject:**

**3. What is the company policy on this subject:**

**4. Summary of corrective action to be taken:**

**5. Consequences for not correcting the problem:**

**Employee is warned that any further violations of company policy, safety rules, company practices or unsatisfactory performance will result in further disciplinary action, up to and including termination of employment.**

**I acknowledge that I have read and understand the above information and consequences.**

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*

**Employee comments:**