C:\Users\FotimaIsrailova\Desktop\workly.jpg

(Please, replace Workly logo with your company’s logo)

**Disciplinary Action Form**

**Employee Information**

|  |  |
| --- | --- |
| **Name of the employee :** | **Date:** |
| ID number of the employee: | Job title: |
| Manager | Department: |

**Kind of Warning**

|  |  |  |
| --- | --- | --- |
| * **1st warning** | * **2nd warning** | * **Final warning** |

**Type of offense**

|  |  |  |
| --- | --- | --- |
| * **Violation of company policy/ies** | * **Leaving early/tardiness** | * **Nonstandard work** |
| * **Absenteeism** | * **Breaking safety rules** | * **Rude to colleagues/clients** |

|  |
| --- |
| **Details of warning** |
| **Description of violation:** |
| **Plans for improvement:** |
| **Consequences of further offence** |

|  |
| --- |
| A copy of this warning letter was personally provided to  **Head of the department signature:**  **Date:** |

|  |
| --- |
| I have received this warning, and have been informed that the copy of this letter will be kept in my personnel file in HR  **Employee signature:**  **Date:** |