

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

**Disciplinary Action Form**

**Employee Information**

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

**Kind of Warning**

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

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

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| 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:** |