

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

**Disciplinary Action Form**

**Employee Information**

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

**Kind of Warning**

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

**Type of offense**

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| * **Violation of Company Policies**
 | * **Leaving Early/Tardiness**
 | * **Nonstandard work**
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| * **Absenteeism**
 | * **Break the 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 the warning Letter was personally provided**Head of the department signature:****Date:** |

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| I have received this warning, and have been informed that the copy of this email will be kept in my personal file in HR**Employee Signature:****Date:** |