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

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

**Disciplinary Action Form**

**Employee Information**

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

**Kind of Warning**

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

**Type of offense**

|  |  |  |
| --- | --- | --- |
| * **Violation of Company Policies** | * **Leaving Early/Tardiness** | * **Nonstandard work** |
| * **Absenteeism** | * **Break the safety rules** | * **Rude to colleagues/clients** |

|  |
| --- |
| **Details of Warning** |
| **Description of Violation:** |
| **Plans for Improvement:** |
| **Consequences of Further Offence** |

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

|  |
| --- |
| 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:** |