

Employee Progressive Discipline Notice

Employee Name:

Employee ID:

Department:

Supervisor/Manager:

Date of Notice:

Type of Discipline:

Verbal Warning

Written Warning

Final Warning

Suspension

Description of Policy Breach:

Details of Incident(s):

Prior Disciplinary Action(s):

Corrective Action Required:

Consequences of Further Policy Breach:

Employee Signature:

Date:

Supervisor/Manager Signature:

Date: