

Disciplinary Action Notice

Employee Name: _____

Employee ID: _____

Department: _____

Date of Notice: _____

Supervisor/Manager: _____

Type of Infraction

Nature of Attendance Issue: _____

☐ Tardiness ☐ Unexcused Absence ☐ Early Departure ☐ Other

Date(s) of Incident(s): _____

Description of Incident

Previous Actions (if any)

Action to be Taken

Employee Comments

Employee Signature

_____ Date

Supervisor/Manager Signature

Date