

# DISCIPLINARY ACTION FORM

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

## 1. Incident Description:

Provide a detailed description of the incident or behavior that led to this disciplinary action. Include facts, dates, times, witnesses, and any other relevant information that fully explains the circumstances.

## 2. Policy Violated:

Specify the company policy, rule, or standard that was violated. Reference the exact policy name or number as applicable.

## 3. Prior Disciplinary Actions (if any):

List any prior disciplinary actions taken with respect to the employee that are relevant to this situation. Include dates, types of actions (verbal warning, written warning, suspension, etc.), and outcomes.

## 4. Disciplinary Action Taken:

Indicate the disciplinary action(s) imposed, which may include but are not limited to verbal warning, written warning, suspension (with or without pay), demotion, or termination.

- Verbal Warning
- Written Warning
- Suspension (Specify days below)
- Demotion
- Number of suspension days (if applicable): \_\_\_\_\_
- Termination

## 5. Employee Comments:

Employee may provide comments regarding the incident or disciplinary action. This section is optional but recommended.

**Supervisor's Signature**

**Employee's Signature**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This form constitutes a formal record of disciplinary action taken in accordance with company policies and applicable United States laws. The employee's signature above acknowledges receipt and understanding, not necessarily agreement, with the contents of this disciplinary action form. Failure to sign does not invalidate this form or the disciplinary action taken.

Original source of this document:

<https://docs-administrative.com/disciplinary-form-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-administrative.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.