

## WRITTEN DISCIPLINARY ACTION

Employee Name \_\_\_\_\_  
Employee Number \_\_\_\_\_  
Department \_\_\_\_\_

1st Written Warning \_\_\_\_\_  
2nd Written Warning \_\_\_\_\_  
3rd Written Warning \_\_\_\_\_

Date \_\_\_\_\_

Incident

Corrective Action

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Indicates that the employee met with his/her  
immediate Supervisor, discussed this warning,  
and received a copy of the warning

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head's Signature \_\_\_\_\_ Date \_\_\_\_\_