CORRECTIVE DISCIPLINE FORM

Employee Name: _____ Employee Number: _____

Supervisor's Name: _____ Today's Date: _____

Employees receiving this documentation are hereby put on notice of a violation of Company rules and/or standards of employee conduct. Further violation(s) may result in subsequent discipline, including possible termination of employment.

Type of Corrective Discipline:

❑ Informal Coaching ❑ Verbal Warning ❑ Written Reprimand ❑ Suspension

Summary of the Incident

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I have read this Corrective Discipline Form and fully understand its content and how this violation can impact Company morale, operations, and results. I also acknowledge that I must demonstrate immediate, significant, and sustained improvement in this area to improve my performance to a satisfactory level.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Witness Signature: _____ Date: _____