

YOUR LOGO
HERE

Church Name

Employee Disciplinary Action Form

Employee Information

Employee Name: _____ Date of Warning: _____
Employee ID: _____ Job Title: _____
Supervisor: _____ Department: _____

Warning

Violation Date: _____ Violation Time: _____ Place Violation Occurred: _____

Type of Violation

- Tardiness/Leaving Early Attendance Disobedience
- Work Quality Violation of Safety Rules Rudeness to Visitors/Coworkers
- Other: _____

Details

Employer Statement:

Employee Statement:

Warning Decision:

Approved by: _____
Name Title Date

List All Previous Warnings (When Warned and By Whom):

Previous Warning: 1st Warning
Date: _____
Verbal: _____
Written: _____

Previous Warning: 2nd Warning
Date: _____
Verbal: _____
Written: _____

Previous Warning: 3rd Warning
Date: _____
Verbal: _____
Written: _____

I have read this "warning decision". I understand it and have received a copy of the same.

Employee Signature Date

Signature of Person Who Prepared Warning Date

Supervisor's Signature Date

- COPY DISTRIBUTION
- Employee HR Department Supervisor