

**Disciplinary Notice To Employee**

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

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

- First Notice
- Second Notice
- Final Notice

Action Taken:

- Days Suspended (if applicable) \_\_\_\_\_
- Termination \_\_\_\_\_
- Other \_\_\_\_\_

We believe that an employee wants to know if he or she is violating Company Policy or failing to follow company rules. This disciplinary notice is to provide you notice of a violation of company policy. However, the company is not obligated to provide any warnings or to retain an employee once a warning has been given. All employees are employed at will. "At-will employment means that an employee can be terminated with or without cause, with or without notice, at any time, at the option of either the company or the employee.

Your conduct is not in keeping with company practices, standards and policies for the following reasons:  
(Indicate specific standards and policies with which the employee has failed to comply)

\_\_\_\_\_  
\_\_\_\_\_

Suggestions for improvement:

\_\_\_\_\_  
\_\_\_\_\_

Employee Comments: (note: An employee should state his or her disagreement with the warning in writing.)

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Copy to employee file \_\_\_\_\_

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