# Disciplinary Action Form

**Purpose:** This document serves to formally record any disciplinary action taken in response to employee misconduct or performance issues. It ensures transparency, provides documentation for future reference, and supports fair treatment of employees.

## Employee Information

* **Employee Name:** {employeeName}
* **Department:** {department}
* **Job Title:** {jobTitle}
* **Employee ID:** {employeeId}

## Details of Incident

**Date of Incident:** {incidentDate}

**Time of Incident:** {incidentTime}

**Location:** {location}

**Description of Incident:**

{description}

## Investigation Summary

{investigationSummary}

## Policy Violated

{policyViolated}

## Witnesses

{#witnesses}

* {fullName}

{/witnesses}

## Corrective Action Taken

**Action Type:** {actionType}

**Description of Action:**

{actionDescription}

**Effective Date:** {effectiveDate}

**End Date (if applicable):** {endDate}

{#isFinalWarning}**This serves as a final warning. Further violations may result in termination.**{/isFinalWarning}

{^isFinalWarning}**This is not a final warning, but further violations may lead to additional disciplinary actions.**{/isFinalWarning}

## Manager Comments

{managerComments}

## Employee Response

{employeeResponse}

## Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| {#signatures}{role} | {name} | {signature} | {date}{/signatures} |

## Distribution List

{#distributionList}

* {recipientName}

{/distributionList}