OFFICIAL DISCIPLINARY NOTICE

To: ______________________________ Date ___/___/___

Re: _____________________________________________

________________________________________________

_________________________________________________________________

Incident: (Less Serious) 1 - - 2 - - 3 - - 4 - - 5 (Extremely Serious)

Expected improvement: _____________________________

_________________________________________________________________

Oral Warning | Written Warning | Suspension: report back _____
Investigative Suspension: report back _________ | Termination

If this conduct persists, it may lead to termination

Next incident of this sort is likely to result in:

[   ] Written Warning [   ] Suspension [   ] Termination

Management Initials: Employee Initials: (or Witness ________)
[   ] Agree [   ] Disagree

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