

# Sample Disciplinary Documentation

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

My assessment of the employee's conduct:

My expectations of future conduct:

Impact of conduct on work environment:

I have informed this employee of the following consequences should he/she fail to follow the above standards:

\_\_\_\_\_

A review of performance will take place within \_\_\_\_\_ days.

\_\_\_\_\_

Supervisor

I have read and received a copy of the above statement.

I do/do not wish to submit written comments of my own about this matter.

Employee Signature \_\_\_\_\_ Witness \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_