

**NOTICE OF CONSTRUCTIVE DISCIPLINE**

Employee Name \_\_\_\_\_ Job Title \_\_\_\_\_

Today's Date \_\_\_\_\_ Time \_\_\_\_\_ Store Number \_\_\_\_\_

**REASON FOR DISCIPLINE**

\_\_\_\_\_ Job Performance    \_\_\_\_\_ Attitude    \_\_\_\_\_ Violation of Policy

Describe Specific action(s) leading to this disciplinary action:

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

This disciplinary notice is:    \_\_\_ Verbal Reprimand  
  \_\_\_ Written Warning  
  \_\_\_ Suspension without pay for \_\_\_ days to  
  Begin on \_\_\_\_\_ and end on \_\_\_\_\_  
  \_\_\_ Discharge for misconduct as described  
  above.  
  \_\_\_ Other \_\_\_\_\_

To avoid further discipline (except in cases of termination), the employee must: \_\_\_\_\_  
\_\_\_\_\_

**Supervisor:** Please be specific and tell the employee exactly what behavior will be necessary to avoid further discipline.

**Employee:** Please read this disciplinary action. It contains important information. Your signature below indicates that this disciplinary action has been discussed with you.

**I agree** \_\_\_\_\_

**I Disagree** \_\_\_\_\_ (If you disagree, please note the items that you do not agree with on the back of this sheet of paper and initial the bottom.)

***EMPLOYEE SIGNATURE*** \_\_\_\_\_ Date \_\_\_\_\_

***SUPERVISOR SIGNATURE*** \_\_\_\_\_ Date \_\_\_\_\_