

# Disciplinary Action Summary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

## Reason for Disciplinary Action:

[Briefly describe the reason for the disciplinary action]

## Summary of Events:

[Provide a summary of the events leading to the disciplinary action]

## Previous Warnings:

[Outline any previous warnings given, if applicable]

## Action Taken:

[Describe the disciplinary action being taken]

## Future Expectations:

[State the expectations moving forward]

## Employee Acknowledgment:

I acknowledge that I have received this disciplinary action summary.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Manager Signature:

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_