

Disciplinary Action Form

To: _____
Employee Name

Disciplinary Action: _____ Initial Counseling *
_____ Oral Warning*
_____ Written Warning
_____ Written Warning & Suspension
_____ Final Written Warning
_____ Discharge

Your performance has been found unsatisfactory for the reason(s) set forth below. Your failure to improve or avoid a recurrence will be cause for further disciplinary action in accordance with The Thirsty Cactus Saloon Employee Handbook.

Details:

Agreed-upon improvement plan:

Date of next meeting for follow-up: _____

A copy of this warning was personally delivered to the above employee by:

Owner/Manager

Date

I have received and read this warning notice. I have been informed that a copy of this notice will be placed in my personnel file (except in the case of initial counseling).

Employee

Date

* Completion of this form for Initial Counseling or Oral Warning shall serve as documentation only and should not be filed in the employee's personnel file unless the matter proceeds to the Written Warning step of progressive discipline.