

## Second Disciplinary (Written) Warning for Repeated Incident

Employee was given a "first offense" verbal warning on \_\_\_\_\_ [date]

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

Today's Date \_\_\_\_\_ Date of Incident \_\_\_\_\_

Description of the incident that occurred: (Include location of incident)

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Witnesses to the incident (if applicable):

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Corrective or disciplinary action to be taken:

Written [2<sup>nd</sup> warning]\*  Probation  Suspension  Other (explain below)

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*\*Prior discussions or warnings on this subject, whether oral or written are attached*

Consequences for failure to improve performance or correct behavior:

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Employee statement:

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I acknowledge receipt of this disciplinary action and that its contents have been discussed with me.  
I understand that my signature does not necessarily indicate agreement.

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

\_\_\_\_\_ Manager/Administrator \_\_\_\_\_ Date