

## PROGRESSIVE DISCIPLINE FORM

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Type of Discipline:**

- Oral Warning
- Written Warning
- Final Written Warning
- Suspension
- Termination

**Reason for Discipline:**

**Description of Incident / Performance Issue:**

**Previous Related Discipline (if any):**

This Progressive Discipline Form is intended to document issues of employee performance or conduct and to provide a clear, consistent, and legally compliant process under United States law. The employee's signature acknowledges receipt and understanding of this documentation, not necessarily agreement. All disciplinary actions are subject to applicable federal, state, and local laws, and company policies. The company reserves the right to modify or discontinue disciplinary measures at its sole discretion.

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