**Employee Disciplinary Action Form**

**Company Information**

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| --- | --- | --- | --- |
| **Company Name:** | ABC Solutions Pvt. Ltd. | **Address:** | 123 Business Road, Karachi, Pakistan |
| **Phone:** | +92-300-1234567 | **Email:** | hr@abcsolutions.com |

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Designation:** |  |
| **Department:** |  | **Employee ID:** |  |
| **Supervisor’s Name:** |  |  |  |

**Type of Disciplinary Action**

(Select one)

* ☐ Verbal Warning
* ☐ Written Warning
* ☐ Final Warning
* ☐ Suspension
* ☐ Termination Recommendation

**Incident Details**

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| --- | --- | --- | --- |
| **Date of Incident:** |  | **Location:** |  |
| **Reported By:** |  |  |  |

**Description of Incident:**  
(Describe the unprofessional behavior or policy violation)

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**Company Policy Violated**

(List the rules or policies the employee violated)

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**Previous Warnings (If Any)**

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| --- | --- | --- | --- |
| **Date:** |  | **Type:** | Verbal / Written / Final |
| **Remarks:** |  | | |
|  | | |

**Corrective Actions Required**

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**Consequences of Not Improving**

(Explain what will happen if behavior does not improve)

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**Employee Response/Comments**

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**Signatures**

* **Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_
* **Supervisor/Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_
* **HR Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_