

EMPLOYEE DISCIPLINARY NOTICE
HOUSTON PROJECT

Employee Name: _____ **Employee Number:** _____

Date of Violation: _____ **Date Administered:** _____

Written documentation of:

Verbal Discussion

Final Warning Plan

Written Warning

Termination

Manager / Supervisor Comments: _____

The specific rule violated was: _____

Future violations of this or any other rule by the employee will lead to further disciplinary action up to and including termination.

Employee Comments (Optional): _____

Employee Signature

Date

Manager / Supervisor Signature

Date