

# Progressive Discipline Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**Stated Policy / Job Expectations / Standards of Performance**

**Stated Infractions**

**Plan for Improvement**

**Support from Management**

**Consequences for changing or not changing performance**

Next meeting date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

*Put the original copy of this completed and signed form into the employee's official personnel file.  
Give a copy of this completed and signed form to the employee prior to their exit from this meeting.*