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The Disciplinary Notice download warns an employee about a serious situation of offensive activities as a warning to deter and circumvent the person from repeating those activities to prevent harm to the business. The notice explains to the employee how to take corrective action to avoid dismissal. The documents are also used to maintain a legal record for further disciplinary action.

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## U.S. Disciplinary Notice-Blank Template Download



### Disciplinary Notice

The Disciplinary Notice informs an employee of a certain problem and describes corrective action to be taken by the company and/or employee.

The Disciplinary Notice form serves as a deterrent to the employee and maintains a record which might be needed by the company for further disciplinary action.

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### Disciplinary Notice

Informs an employee of the problem and the seriousness of the matter

Describes corrective action to be taken by the company and/or employee

Serves as a deterrent to the employee

Maintains a record which might be needed by the company for further disciplinary action.

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