

# Formal Disciplinary Memo

**Date:**

**To:**

**From:**

**Subject:** Formal Disciplinary Action

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This memo serves as formal notice regarding a disciplinary matter. The following behavior/performance issue(s) have been observed:

The expected standard of conduct or performance is as follows:

The following corrective action is required:

Failure to comply with the corrective action may result in further disciplinary measures, up to and including termination of employment.

**Employee Signature:**  **Date:**

**Manager/Supervisor Signature:**  **Date:**