

Disciplinary Action Form

To: _____

Department: _____

Disciplinary Action:

- _____ Oral Warning
- _____ Written Warning
- _____ Written Warning & Suspension
- _____ Final Written Warning
- _____ Discharge

Your performance has been found unsatisfactory for the reason(s) set forth below. Your failure to improve or avoid a recurrence will be cause for further disciplinary action and/or possible discharge from your position with Leading Edge Aviation.

Details:

Agreed-upon improvement plan:

A copy of this warning was personally delivered to the above employee by:

Supervisor

Date

I _____ have received and read this warning notice. I have been informed that a copy of this notice will be placed in my personal file at Leading Edge Aviation.

Employee Signature

Date