



COUNSELLING / DISCIPLINE REPORT

To : Human Resources Department

Date:

From: Designation: Dept:

Kindly be informed that the following employee is referred for your necessary action:

Name :

Position :

Employee No. :

Reason for counselling or discipline: (Please tick ☒ where applicable)

- ☐ Absent from work without prior approval from Superior from to
- ☐ Late for duty / leaving early without prior permission from Superior on
- ☐ Other misconduct inconsistent with Company's rules and regulations:

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☐ **First Offence**

☐ **Second Offence**

☐ **Third Offence**

Details of misconduct

(state date, time & place of misconduct. Use a separate sheet of paper if necessary):

Employee's Explanation (attach Explanation Letter if necessary):

Action taken by Manager:

- ☐ Verbal Reminder ☐ Written Reminder ☐ Warning (verbal or written)
- ☐ Refer to Human Resources Department for further action

Action taken by Human Resources:

Issued by Manager:

Agreed by Employee:

Reviewed by HR / General Manager:

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Signature / Date

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Signature / Date

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Signature / Date