**Letter of Warning**

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| --- | --- | --- | --- | --- |
| Employee |  |  | Job Title |  |
| Date of Hire |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supervisor |  |  | Job Title |  |
| Department |  |  | Date of Incident |  |

1. **Explanation:**

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1. **The following corrective action is expected of the employee:**

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1. **Future infraction(s) may result in:**

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**Signatures**

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Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date