|  |
| --- |
| If you are considering taking disciplinary action, please take time to do the following before issuing this letter to your employee: * Review Chapter 22: Taking Disciplinary Action, in the Guide to Managing Human Resources on the HR website: <http://hrweb.berkeley.edu/guides/managing-hr/er-labor/disciplinary>.
* Consult with your appropriate HR representative or Employee Relations.
 |

**PUT ON LETTERHEAD**

**TEMPLATE FOR LETTER OF WARNING**

[**Date]**

[**Employee name, job title**]

[**Address**]

RE: Letter of Warning

Dear [**Employee name**],

In accordance with [**Section/Article Policy or Contract**], this is a letter of warning.

This action is based on your [**list performance deficiencies/unacceptable behaviors, etc**.]

On previous occasions detailed reviews regarding your performance or behavior have been undertaken so that you understand the requirements of your position.

They have been discussed on [**dates**] and in writing [**list letter of counseling, emails,** **performance appraisal**]. However, you continue not to meet these expectations.

Your failure to adhere to the requirements of your job on an ongoing basis has a serious impact on the operations of our [**department, co-workers, clients, etc**.] and our ability to meet our goals. [**Describe in detail.]**

Once again, you are expected to **[reiterate performance expectations]**. Failure to meet these requirements may result in further disciplinary action up to and including dismissal.

You may review [**contract/policy**] for your appeal rights.

Please see me if you have any questions.

Sincerely,

[**Name of Supervisor**]

[**Title]**

CC: Department Personnel File

 Higher level Manager [name]

 ER Consultant

 Union, if applicable

Attachments: Letters referenced above; Proof of service