To:

Employee Name

Job Title

Department

From:

Supervisor Name

Job Title

Date:

Subject: Written Warning (list out nature of misconduct eg: Unprofessional Conduct)

This letter serves as formal reprimand for your unprofessional conduct. (State issue in detail here)

On < date> you attended a meeting with <insert name of others at the meeting>. At this meeting you were advised that your <performance/conduct has been unsatisfactory / your behavior is not acceptable>. You were issued with a formal warning letter /email dated < date>, specifically asking you to improve your <performance/conduct/behavior>

You were provided with <specify nature of intervention> to help you overcome the behavior / improve work performance.

On < date>, you attended another meeting with <insert names of others at the meeting> and we informed you once again that your <performance/conduct/behavior> was unsatisfactory. You were provided with a second warning letter dated < date>.

Your repeated violations of company policy and refusal to follow instructions / <state any other misconduct> is unacceptable. It violates <state company policy> and has a negative impact on the functioning of the company <state any other adverse impact on the company>.

This is a final warning letter. Any further violations of company policy / failure to change your behavior / perform in accordance with our standards shall result in immediate dismissal without further warning. To reiterate, our expectation is that you <insert details of expected outcomes>.

Yours sincerely,

<Insert name>

<Insert position>

I acknowledge that I have been afforded the opportunity to review and sign the correspondence before being placed in my personal file.

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

Name of Employee Date Signature