# SAMPLE WRITTEN WARNING

# ALWAYS PRINT ON OFFICIAL LETTER HEAD

# OBTAIN APPROPRIATE APPROVAL PRIOR TO MEETING WITH EMPLOYEE

TO:

FROM:

DATE:

SUBJECT: **Written Warning**

This written warning is issued for your failure to meet the performance expectations of your position. Specifically, **[clearly state the improper behavior]**. On **[date]**, you received a verbal warning regarding **[state the improper behavior]**.

This is your opportunity to correct your unsatisfactory performance and/or behavior. In order for your performance/behavior to be considered satisfactory, you must achieve and maintain the following performance standards **[describe what the student must do to improve their behavior]**.

You are officially on probation beginning immediately and extending until **[date]**.

Failure to adhere to the conditions of this written warning, development of new or related problems, and/or continued unsatisfactory performance will lead to more serious corrective action up to and including termination of your employment.

**Employee**

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(Print Name) (Signature) (Date)

**Manager administering Warning**:

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

(Print Name) (Signature) (Date)