Written Warning

SAMPLE LETTER

Date:

Name:

Title:

RE: Written Warning

In accordance with (relevant policy or collective bargaining agreement article) you are receiving this Written Warning because of … (describe the unsatisfactory behavior/performance and explain the consequences for the department, tying to relevant policies or directives where possible.)

You were counseled regarding \_\_\_\_\_\_\_\_\_\_ on date(s). To date, there has been no marked improvement in these areas. To the contrary… provide example(s)/incident(s), including date(s), of the poor performance and/or attendance and/or the inappropriate behavior that has occurred since the time of the informal discussion(s).

Effective immediately, you are expected to..…(describe what is required to improve and/or correct the unsatisfactory performance and/or attendance and/or behavior.)

Failure to demonstrate immediate and sustained improvement in these areas may result in further corrective action, up to and including dismissal.

You have the right to request a review of this action under (relevant policy or collective bargaining agreement)

Supervisor

cc: Department Head  
 Labor Relations