



Employee Warning Notice

Date:

To: [First Name and Last Name of Employee]

From: [Supervisor/Manager's Full Name]
[Department]

RE: [Written Warning for Unsatisfactory Job Performance / Unacceptable Personal Conduct]

This employee warning notice is being issued to you for _____, specifically due to [provide details].

Relevant Past Occurrences and Active Disciplinary Actions

[Note any past verbal warnings received by the employee regarding their performance/conduct, including documented conversations, relevant training, or other evidence showing that the employee was aware of his/her expectations.]

[Include all active disciplinary actions, and list them with a brief synopsis (usually, the first paragraph from the disciplinary letter.)]

[On <DATE> you and I met regarding _____ and I instructed you to _____.]

[On <DATE>, I sent you an email summarizing this conversation.]

[On <DATE> you attended a workshop on _____.]

Incident(s) Resulting in This Disciplinary Action

[Provide a detailed account of what occurred and be sure to include any information the employee has provided to explain the incident. If possible, note specific and relevant performance expectations that were not met and explain what is unacceptable about the employee's work or actions. Include any specific consequences of the actions.]

[Point #1]

[Point #2]

Required Corrections and Timeline for Corrections

[Clearly detail required corrective actions or new expectations. Indicate any actions you as the supervisor will take in order to support these corrections.]

Sufficient correction of performance issues generally must occur within 30 calendar days of receiving this written warning. Conduct corrections are expected to be immediate. If you will meet with the employee to discuss progress, include that here.]

[POINT #1]

[POINT #2]

Consequences of Failure to Make Required Corrections

If you fail to make and sustain these corrections, I will consider further disciplinary action, up to and including dismissal.

Active Lifespan of this Disciplinary Action

This disciplinary action has been issued pursuant to [Company Title's] Disciplinary Action & Employment Policy. This action will become inactive if: XX months have elapsed since the date of this disciplinary action and you have not received another disciplinary action, or on your next annual performance appraisal, you receive at least a "Good" rating for your overall evaluation and receive at least a "Meets Expectations" rating for your performance goals.

If you receive another disciplinary action while this Written Warning is still active, then this Written Warning will remain active for the duration of the subsequent action.

Appeal Rights

[State any appeal rights the employee may have.]

Signature

Supervisor's Signature: _____ Date: _____

Employee's Acknowledgement

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken.

Employee's Signature: _____ Date: _____