

Written Warning Template
PUT ON YOUR LETTERHEAD

Hand Delivered

TO: EMPLOYEE NAME,
TITLE

FROM: NAME, TITLE

DATE: DATE

SUBJECT: Written Warning for (Unsatisfactory Job Performance AND/OR Unacceptable Personal Conduct)

The action, category, and policy(s) violated:

You are being issued a written warning for (unsatisfactory job performance or unacceptable personal conduct) as defined in Section 7, page #, (page 4 for job performance or page 3 for personal conduct) of the State Human Resources Manual. (Also include violation(s) of any internal policy(ies) or procedure(s) if it is a violation of a known or written work rule.) (If violation is unsatisfactory job performance, include the definition—i.e., unsatisfactory job performance is defined as, “*work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by management.*”)

Specific factual reasons for the action:

Tell the story: State how management was made aware of the incident? Using names, who reported the incident to whom, on what date, and what did they report? Also using names, list any witnesses to the incident, and observers/reviewers of video surveillance, etc. Include verbiage from written statements from everyone involved, if available. Cite specific policy violation(s) and the policy(ies) - explain how the actions of the employee violated the policy cited. State the performance expectations, what interventions have occurred (i.e., coaching/counseling, improvement plan, training, etc.).

Example: Specifically, on February 20, 2006, you were given a directive to process twenty special case files by March 10, 2006. You were advised that this project was a director’s priority and to inform me immediately if you had any problems in meeting this deadline. On March 10, 2006, I reviewed your case files and discovered that you had only processed three of the case files.

Employee Side (if applicable):

It is recommended that you meet with the employee about the incident(s) before issuing the warning. Include if you met with the employee to discuss the issue before issuing the warning.

Example: I met with you to discuss my concerns regarding your failure to process the case files as instructed. You stated that you had a lot of interruptions and it interfered with you being able to process the case files. You also stated that you did not understand how to process some of the cases. I asked you why you did not make me aware of the problem as you were instructed. You did not offer me a reasonable explanation.

State efforts taken to help employee meet required improvement:

Example: You have been provided training, and I have worked with you to bring your case files current on two previous occasions (state dates and specific, related training.)

List any active disciplinary action(s), improvement plan, coaching/counseling, etc.:

You currently have X . . . in your personnel file.

Specific improvements/timeframe allowed to resolve the performance or conduct issue:

Effective immediately, you are expected to: (LIST WHAT YOU WANT THE EMPLOYEE TO DO)

Example:

1. Meet the performance expectations of your position.
2. Comply with all policies and procedures, including XYZ.
3. Complete the remaining 17 case files by March 15, 2006.
4. Let me know immediately if you encounter any problems.

Consequences for failing to make required improvement:

Your performance and/or conduct will be closely monitored over the next TIMEFRAME. Failure to make improvements as indicated above or any other incidents of unsatisfactory job performance and/or unacceptable personal conduct will result in additional disciplinary action up to and including dismissal.

Referral to EAP if appropriate:

The Employee Assistance Program (EAP) is a confidential service designed to help employees resolve problems that may be affecting their personal or work life. EAP provides confidential referrals to appropriate resources. If you wish to schedule an appointment or seek additional information, please contact NAME, EAP Consultant, at 1-800-NUMBER, or contact NAME, TITLE (HR MANAGER AND/OR ER SPECIALIST) at NUMBER.

Employee Rights:

You may write a letter "To the File" stating your point of view of the matter. If you choose to do so, you should forward your letter to NAME, Human Resources Manager, or NAME, within fifteen (15) calendar days of receipt of this written warning. Your letter will be placed in your personnel file along with the written warning. For more information you may contact NAME, TITLE (HR MANAGER AND/OR ER SPECIALIST) at NUMBER).

Encouragement:

I am confident that you will correct this performance and/or issue and look forward to a positive resolution.

cc : Appropriate Management Chain
Personnel File

If Hand Delivered:

I acknowledge receipt of this written warning.

Employee Signature: _____ Date: _____