
Notice of Written Warning

TO: _____

FROM: _____

DATE: _____

Description of misconduct or poor work: _____

Oral warning was given on (date): _____

Description of required improvement: _____

Failure to improve can result in a disciplinary suspension of three working days.

Signed (supervisor): _____

Signed (employee): _____

Employee's signature only indicates that the supervisor discussed the above matter with the employee and does not necessarily indicate the employee's agreement. The employee can appeal this written warning to the department head or the Equal Opportunity Officer.

A copy of this written warning is placed in the employee's personnel file. If the problem is corrected and there are no additional disciplinary actions, this warning will be removed from the personnel file after one year and will not be used as the basis for future discipline or other employment decisions – for example, promotions.