

LETTER OF WARNING



**SAMPLE #1**

DATE:

SUBJECT: Letter of Warning

TO: [Employee's Name]  
[Job Title]  
[Office]

This official Letter of Warning is being issued to you for the following reason(s):

Charge 1: You are charged with (Describe the particular offense, misconduct, or deficiency charged against the employee, e.g., unsatisfactory performance, unsatisfactory attendance, improper conduct, or other appropriate charge. Separately set forth the specification(s) to support the charge. Be specific: use names, dates, times, places, and actions so that the employee may clearly understand the grounds for the charge and be afforded a fair opportunity to refute the charge.)

Charge 2: (Only use additional charges if more than one of the three basic categories of charges is appropriate. Be sure each additional charge is supported by its own specification(s) and follow the instructions cited in Charge 1 above for each separate charge.)

*[If past disciplinary elements are used to support the Letter of Warning, use the following paragraph:*

A review of your previous record indicates: (List all live elements of past discipline including date of issue, type of discipline, and the charge for which it was issued. Do not list discussions. If discipline was adjudicated, resulting in lesser discipline, only cite the final level of discipline.)]

It is hoped that this official Letter of Warning will serve to impress upon you the seriousness of your actions and that future discipline will not be necessary. If you are having difficulties which I may not be aware of, or if you need additional assistance or instructions for improving your performance, please call on me, or you may consult with other supervisors and we will assist you where possible. However, I must warn you that any future deficiency (or misconduct, or offense) will result in more severe disciplinary action being taken against you. Such action may include suspensions, reduction in grade and/or pay, or removal from the Postal Service.

You have a right to file a grievance under the grievance/arbitration procedure set forth in Article 15 of the National Agreement within 14 calendar days of your receipt of this letter.

\_\_\_\_\_  
Signature of Supervisor  
[Name of Supervisor]

\_\_\_\_\_  
Received by  
(Indicates Receipt Only)

Date: \_\_\_\_\_

Time: \_\_\_\_\_