

Sample Written Warning Template

Dear **(Employee's Name)**,

The purpose of this written warning is to bring to your attention ongoing concerns in your job performance. These concerns have been addressed verbally on XX/XX/XXXX, however our discussions have not resulted in a change in behavior. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action.

Specific areas of concern which require improvement include the following:

1. Tardiness – **(provide example(s) with dates (if possible) when he/she was tardy)**
2. Recruitment Efforts – **(here you can include not meeting enrollment numbers, etc.)**
3. Training Manual Updates – **(tell specifically what he/she failed to update in the manual as requested)**
4. Teamwork/Collaboration – **(include examples of poor collaboration and teamwork)**

In the future, my expectation is that you will: **(Note: your expectations must address each area of deficiency):**

1. **Arrive to work on time etc.**
2. **Meet recruitment goals as indicated in your annual performance plan.**
3. **Complete updates to the Training Manual etc.**
4. **Actively engage in problem solving to improve efficiency of the office etc.**

This written warning will be placed in your personnel file until the corrective action required has been taken. If there any future occurrences of these performance deficiencies further disciplinary actions will follow which may include termination.

(Employee's Name) you are a valuable member of the **(Department)** team and I am confident that you can make the changes necessary to improve your performance. If you have any questions or concerns I am available to discuss them.

Sincerely,

(Supervisor's Name)

By your signature below, you acknowledge that you have received a copy of this notice of Discipline and that your signature does not necessarily indicate agreement with the contents.

Employee's Name

Date

Cc: Human Resources