

**SAMPLE LETTER – WRITTEN WARNING\***  
**From the Appropriate Supervisor**

Via Hand Delivery

**TO:** [EMPLOYEE]

**FROM:** [APPROPRIATE SUPERVISOR]

**DATE:**

**SUBJECT:** Written Warning

Please be advised that this letter serves as a written warning. I am issuing this written warning as a result of your [STATE PERFORMANCE AND/OR CONDUCT ISSUES].

**[DETAIL THE TIMES, PLACES, AND OTHER PERTINENT FACTS CONCERNING THE PERFORMANCE AND/OR CONDUCT ISSUES. INCLUDE APPLICABLE TRAINING PROVIDED, SUPERVISORY COUNSELING, PERFORMANCE EVALUATIONS, OTHER DISCIPLINE RELATED TO THIS ISSUE, ETC.]**

**[INCLUDE ANY EXPECTATIONS, CORRECTIVE ACTION, IMPROVEMENT PLANS, AND/OR TIMEFRAMES FOR IMPROVEMENT DISCUSSED WITH THE EMPLOYEE.]**

You may submit a request for a review of this written warning to [AGENCY APPOINTING AUTHORITY] no later than fourteen (14) calendar days from receipt of this warning. Your request for review should be in writing and include documentation of any mitigating circumstances that cause you to believe that this warning is undeserved.

This written warning shall be placed in your official personnel file. If there are no further disciplinary actions with respect to the same area of [PERFORMANCE AND/OR CONDUCT] within the next two (2) years, you may provide a written request to expunge this written warning from your personnel file. You may find additional information regarding the review of written warnings at the Rules of the Department of Human Resources, Rule 1120-10-.04(2).

I am confident that you can correct the issue(s) addressed above and that there will be no further issues of this nature in the future. However, note that should further issues in this area arise, further disciplinary action may be taken, up to and including dismissal. Please let me know if you have any questions.

I acknowledge receipt of this written warning:

\_\_\_\_\_  
Employee's signature and date

cc: [Agency Human Resources Office]

\* A supervisor shall meet with the employee to issue a written warning to the employee. During the meeting, the supervisor shall review the oral warning, if any, review expected performance and/or conduct, explain why the performance/conduct does not meet expectations, provide the employee with an opportunity to explain the performance/conduct, make suggestions to correct the performance/conduct, and explain that further action may lead to additional discipline. The discussion shall be documented in a letter covering the significant points of the discussion.

The human resources office shall not place a written warning in the employee's personnel file until the end of the fourteen (14) days or after review by the appointing authority when requested by the employee. If the appointing authority fails to provide a written decision within 15 days, the written warning shall not become a part of the employee's personnel file.

SAMPLE