

EMPLOYEE WRITTEN WARNING LETTER

Employee: _____

Employee Title: _____

Supervisor: _____

HR Officer: _____

Date: _____, 20...

Introduction

1. _____ (the "Employer") recognizes the importance of maintaining a consistent and experienced workforce. As such, it is important to retain staff wherever possible. It is the desire of _____ to retain _____ (the "Employee") however some changes in work behavior must occur in order to ensure a successful working relationship.

Infraction

2. This Employee Warning Letter (the "Letter") concerns the Employee's failure to fulfill work obligations that occurred sometime between _____, 20... and _____, 20...:

- _____

3. This is the _____ occurrence of this type of infraction.

Future Improvement

4. _____

Follow-up Assessment

5. A follow-up meeting is scheduled for, 20.... to review the Employee's progress. A review meeting may also be called at any time prior to that date if there is a re-occurrence of any unacceptable behavior.

Consequences

6. _____

Immediate Meeting Required

7. An immediate meeting is required. Please contact _____ to arrange a meeting to review all of the above issues.

Employee Signature

8. By signing this form the Employee is not making any admission of wrong-doing nor is the Employee necessarily agreeing with the content of this Letter. The Employee's signature only acknowledges that the Employee has received this Letter and that the Employee and the company management have discussed the content of this Letter including the specific plans for improvement and the consequences of future infractions.

_____ (Employee)

_____ (Department Manager)

