

Personnel Policies | **Written Warnings**

Template for a written warning to be added to an employees personnel file:

Confidential Memorandum

Date:

From:

To:

Re: Written Warning for *(Unsatisfactory Job Performance or Grossly Inefficient Job Performance or Unacceptable Personal Conduct)*

1st paragraph

- Notification that the letter serves as a written warning
- The purpose for the written warning (note if it is the second warning)
- Specific issues that are the basis for the warning
- Previous steps taken to eliminate the unsatisfactory performance or the unacceptable conduct

2nd paragraph

- The specific improvements / corrections that must be made to address the issues identified
- The time frame allowed for making the required improvements / corrections
- The consequences of failing to make the required improvements / corrections

NOTE:

- If this is the final Written Warning, ensure the subject line and first paragraph say so. Also, make sure the statement “failure to make the required improvements or corrections may result in dismissal” is included in 2nd paragraph/required improvements or corrections.
- Copy should be filed in the employee's personnel file.

