

## Example Warning Letter

(red areas indicate areas to be completed by supervisor)

**To:** Name  
**From:** Supervisor Name  
**CC:** Division Director  
Human Resources  
**Date:** Date  
**Re:** Written Warning

This letter is a warning in your position of **job title** in the department of **department name**. (Discuss **absenteeism, lack of productivity, increased workload for others, behavioral issue, etc.**) This action is a result of your following behaviors:

- Example (Habitual pattern of failure to report for duty at the assigned time and place.)
- Example (Failure to perform the duties.)

We have previously discussed this on **date** and you have received **reminders/counseling statements** on **date**.

Your behavior must improve in the following ways:

- Example (eg. No further tardiness or unexcused absence.)
- Example (eg. Improve politeness to public customers.)

Lack of improvement in the cited areas may lead to further disciplinary action. I am confident that you can make a positive contribution to our department and we will meet (**periodically, 30 days**) in the future to discuss your work performance.

The City provides access to an Employee Assistance Program for your use. I recognize that this may be a difficult time for you and the Employee Assistance Program is available for support at 800-633-3353. You are encouraged to utilize this program as a tool to achieve what is being required of you if you feel it would be of assistance.

I acknowledge that I have read and understand what is expected of me.

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_