



Your Agency Letterhead

TO: Name, Title, Employee ID

FROM: Appropriate Supervisor

DATE:

SUBJECT: Written Warning

Please be advised that this memorandum 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 or Conduct Issues. Include Applicable Training Provided, Supervisory Counseling, Performance Reviews, other Discipline Related to this Issue).

(Include any Expectations, Corrective Action, Improvement Plans, and Timeframes for Improvement discussed with the employee).

You may submit a request for a review of this written warning to **(The Agency Appointing Authority or Designee)** 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. The request should be sent as set out below:

- E-mailed to:
- Mailed to:
- Faxed to:

This written warning shall be placed in your official human resources file. If there are no further disciplinary actions with respect to the same area, performance or conduct, within the next two (2) years, then this written warning will become void and of no effect. You may provide a written request to expunge this written warning from your human resources 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.



I verify by my signature below that I have received a copy of this memorandum.

Employee Signature

Date

CC:

Notes:

The Human Resources Office shall not place a written warning in the employee's 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 fifteen (15) days, the written warning shall not become a part of the employee's HR file.