



JOB AIDS AND RESOURCES Template – Warning Letter

Date: November 6, 2012

To: Employee

From: Appointing Authority or Delegated Person

Re: Warning - Returning late from lunch

Your lunch break is from 11:30 a.m. to 12:30 p.m. You recently exceeded your lunch break two times. On October 28, 2012, you did not return from lunch until 12:45 p.m. Yesterday, you did not return until 1:00 p.m. You did not ask for leave to cover these absences or notify anyone that you would be late returning from lunch. I will approve annual leave to cover these absences. However, I am formally warning you that further instances of exceeding your lunch break will result in leave without pay and discipline.

You are to return from lunch by 12:30 p.m. If an emergency arises preventing your timely return, you are to notify your supervisor before 12:30 p.m. Your supervisor can approve annual leave to cover the absence, but only for a genuine emergency.

This warning is not a disciplinary action. However, failure to heed this warning will result in disciplinary action. I will not place this warning in your personnel record. I will keep one copy for my files and I will forward one copy to your evaluating supervisor for inclusion in your supervisory file.

You have a right to respond to this warning. Please do so by _____. Your response may be mailed to me at _____ or faxed to me at _____ or emailed to me at _____. I will attach your response to each copy of the warning. Should the same or similar conduct addressed by this warning recur, this warning may be used to support the severity of any future discipline, in which case, a copy of this warning will be included in your personnel record.

cc: Supervisory File