

# **Sample Written Warning Letters**

Presented by

Good Leadership Skills

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### **Sample Written Warning Letters**

The sample letters provided below are for the purposes of assisting you in preparing a written warning for your employees.

It is important that you change the specifics of each letter to match the situation that occurred at your organization.

They should assist and guide you enough so that you can present a professional document that also should protect you if ever challenged in the future.

Also keep in mind that it is critical to have an employee handbook that covers required laws, such as harassment, discrimination, ADA, EEOC, and many more. You can find at least one source for a employee handbook software package on my website <http://www.leadership-skills-for-life.com/written-warning.html>

It is also important to have your facts straight by conducting an employee investigation. Do not ever take anything for granted. Document, document, document. Kind of like real estate, location, location, location.

I have been doing this for many, many years and I have always been glad I documented each and every warning with at least notes of what I did. Maybe it was speaking with another employee. Maybe it was a note to file of what I saw. Maybe it was a statement from a witness. My point is make sure you keep a separate file on each warning. Call it an investigation file. This will also help if you are charged with discrimination later or a wrongful discharge. Always assume the worst and hope for the best.

Please visit my site often for any updates. I encourage you to let me know how this information was helpful to you. You can email me at [gregory.covey@leadership-skills-for-life.com](mailto:gregory.covey@leadership-skills-for-life.com) If there is another subject you need let me know.

Just print off and scan the documents into your word processing file, and make the corrections necessary to fit your situation.

Thank you again and good luck! Discipline is never an easy task but this should help.

## **Important Notice**

**The information contained in the sample written warning letters provided below by Good Leadership Skills or on the website Leadership-Skills-for-Life.com, has not been prepared, endorsed, or reviewed by any form of licensed legal professional including but not limited to an attorney. Nothing on the Leadership-Skills-for-Life.com website or information provided in the below format should not be taken as legal advice, but instead should act as a useful resource in providing general information that may be useful to members of the general public. You are encouraged to consult with a licensed attorney/lawyer in all legal matters. You should not act, or refrain from acting, based upon any information provided below. This information does not, and is not intended to, constitute legal advice.**

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for willful idleness, which is a violation of company policy as outlined in the employee handbook.

Specifically, at approximately 9:05 am your supervisor observed you outside smoking. This was not during one of your scheduled breaks, nor had you requested a change to your break time. You did sign acknowledging that you had read, understood and received a copy of the employee handbook on January 2, 2008, which outlines the procedure for break times. The employee handbook also outlines the possible consequences of violating this policy.

Employee XYZ, it is important to understand that you adhere to your scheduled break times, which are from 10:00 am until 10:15 am, and again from 2:30 pm until 2:45 pm. Additionally, you have a scheduled lunch break from 12 noon until 1:00 pm. Should you need to alter these break times, it is necessary to request this through your supervisor as outline in the employee handbook.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for an unexcused absence, which is a violation of company policy as outlined in the employee handbook.

Specifically on November 11, 2008, you were not present at your assigned shift from 8:00 am until 5:00 pm. In addition, you failed to notify your supervisor that you would not be present prior to the start of your shift. You did sign acknowledging that you had read, understood and received a copy of the employee handbook on January 2, 2008, which outlines the procedure for requesting time off. The employee handbook also outlines the possible consequences of violating this policy.

Employee XYZ, it is important to understand that you are to be at your assigned place of work prior to the beginning of your shift. In the event you are not able to be present before the start of your shift, you are to notify your supervisor prior to your start time and request permission to be absent. Although your supervisor may try to accommodate your request, understand that they are not compelled to do so.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for not following proper safety precaution, which is a violation of company policy as outlined in the employee handbook.

Specifically on October 12, 2008, you were observed by your supervisor at approximately 10:45 am working on a high voltage piece of equipment without first following the proper procedure on locking out and tagging the equipment. You did sign acknowledging that you had read, understood and received a copy of the employee handbook on January 2, 2008, which addresses the importance of following all safety guidelines and procedures. The employee handbook also outlines the possible consequences of violating this policy. Finally, you attended the annual training event that specifically describes the proper procedures for the lock out and tag out guidelines.

Employee XYZ, it is important to understand that you follow all safety procedures and guidelines. The lock out, tag out procedure is not only a company policy but an OSHA regulation and must be adhered to for your safety as well as the safety of everyone.

This is also to inform you that you will be required to attend and complete the lock out tag out training again on October 15, 2008, in the training room at 8:00 am.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for your failure to safeguard confidential information, which is a violation of company policy as outlined in the employee handbook.

Specifically on June 2, 2008, you failed to log off your computer when you left for a scheduled break. That this is the third occasion that you have failed to perform this task. The first incident occurred on March 21, 2008, and you received an employee counseling. The second incident occurred on April 18, 2008, and you received a written verbal warning. That during your supervisor's interview with you regarding this current incident you confirmed that you failed to log off your computer prior to leaving for your break. You did sign acknowledging that you had read, understood and received a copy of the employee handbook on January 2, 2008, which addresses the company's policy on safeguarding confidential information. The employee handbook also outlines the possible consequences of violating this policy. Finally, you attended the initial orientation training event held on January 3, 2008, that specifically covered our policy on safeguarding confidential information including the specific task of logging off your computer whenever you step away.

Employee XYZ, it is important to understand that you follow the company policy on safeguarding confidential information. This includes logging off your computer anytime you step away and leave it unattended.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for your insubordination, which is a violation of company policy as outlined in the employee handbook.

Specifically on October 9, 2008, at approximately 10:05 am you used inappropriate language directed at your supervisor. The language used was as follows; "This is a bunch of s\_\_t! This place sucks with you in charge!" You did sign acknowledging that you had read, understood and received a copy of the employee handbook on January 2, 2008, which addresses the company's policy on insubordination. The employee handbook also outlines the possible consequences of violating this policy.

Employee XYZ, it is important to understand that you follow the company policy on insubordination. In the future if you wish to address any complaints that you may have, please address them in a professional way through you supervisor. If you are not satisfied with your supervisor's response, you may request to speak with their supervisor. At all times you will carry out the direction of your supervisor first, prior to placing your complaint,.unless the direction is a violation of company policy or law.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_



**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for careless workmanship, which is a violation of company policy as outlined in the employee handbook.

Specifically, on June 9, 2008, you attempted to turn an auto scrubber around in a part of the hall that was too narrow. That you initially denied that you were responsible for the hole. However, after additional questioning you admitted that you had caused the hole, and that you were in a hurry. You did sign acknowledging that you had read, understood and received a copy of the employee handbook on January 2, 2006. The employee handbook also outlines the possible consequences of violating this policy.

Employee XYZ, it is important to understand that you always properly operate not only the auto scrubber but all your equipment correctly. This equipment can not only cause damage to the facility but could also be dangerous to yourself, other employee's and visitors, if used in a careless way. Further it is important that if you should ever damage property in the future that you immediately report this to your supervisor.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for negligence resulting in destruction of company property, which is outlined in the employee handbook.

Specifically on September 25, 2008, at approximately 12:00 noon you did not properly shut down your equipment prior to going to your scheduled lunch break resulting in damage to company property. By your failure to properly shut down your equipment it resulted in the equipment overheating. The total cost to repair the equipment will exceed \$3,000. You did sign acknowledging that you had read, understood and received a copy of the employee handbook on January 2, 2007, which addresses the company's policy on destruction of company property. The employee handbook also outlines the possible consequences of violating this policy.

Employee XYZ, it is important to understand that you follow the proper procedure for operating the company equipment entrusted to you to perform your duties. This includes properly shutting down the equipment prior to going on any scheduled break or leaving for the day. Should you not be able to properly shut down your equipment prior to leaving your work area, you are required to notify your supervisor immediately so that it can be assigned to another individual to do so.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for smoking in an unauthorized area, which is outlined in the employee handbook.

Specifically on December 12, 2008, at approximately 11:10 am you were observed smoking in an area not authorized. Smoking, as well as second hand smoke is considered to be harmful/hazardous. You did sign acknowledging that you had read, understood and received a copy of the employee handbook on February 15, 2008, which addresses the company's designated smoking areas. The employee handbook also outlines the possible consequences of violating this policy.

Employee XYZ, it is important to understand that while you are on company property that you only smoke in the company's designated smoking areas. Currently the only designated smoking area is located outside behind the warehouse. This area has been partitioned off with orange cones.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for gossiping, which is a violation of company policy as outlined in the employee handbook.

Specifically on September 29, 2008, you confirmed that you had been informing others within the organization that Employee A and Employee B were having an affair. Through the investigation it was not only confirmed to be not true but it has caused a tremendous amount of hardship to Employee A. You did sign acknowledging that you had read, understood and received a copy of the employee handbook on March 25, 2008, which addresses the company policy on gossip. The employee handbook also outlines the possible consequences of violating this policy.

Employee XYZ, it is important to understand that any form of gossip on or off company property regarding company employee's is strictly prohibited.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This is a written warning being issued to you for the inappropriate use of a company vehicle for personal use, which is a violation of company policy stated in both the employee handbook and the policy on the use of company vehicles.

Specifically, on November 16, 2008, you were assigned a company vehicle to perform your daily duties, at approximately 8:00 am. That you left from the company office and immediately traveled approximately fifty miles to 1234 Walnut Street, Myhometown, CA, where you picked up a family member and returned approximately fifty miles back to your first assigned work ticket. In addition, you altered the beginning mileage to account for the additional miles you drove the vehicle inappropriately.

You did sign acknowledging you had read, understood, and received a copy of the employee handbook on February 6, 2002. You also signed acknowledging that you had read, understood and received a copy of the company policy on the use of company vehicles on February 10, 2002. You also acknowledged during our investigation that you had inappropriately used the company vehicle and altered the mileage log to account for the personal trip you made.

Employee XYZ, it is very important to only use the company vehicle for business purposes. In addition, it is a violation of law to alter the mileage logs.

This is to inform you that you will be required to read and sign again acknowledging that you understand both the employee handbook, and the company policy on the use of a company vehicle.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This written warning letter is being issued for your failure to follow the established policy in the Employee Handbook on Personal Hygiene.

On February 13, 2005, you were notified by your supervisor that your body odor was offensive. Upon questioning you about the odor you had no reasonable explanation, or could you present a medical reason. Therefore, it has left us with the belief that it is a personal hygiene issue. Personal hygiene is covered in the Employee Handbook, which you signed acknowledging that you had read, understood and received a copy of it on March 3, 2003.

Employee XYZ, while on duty you represent our organization. You are to be neat and well groomed while on duty. A clean uniform will be worn each day. Should your uniform become damaged or soiled while in the performance of your duties, a change into a clean uniform will be made as soon as possible. Shoes and jackets should also be clean and serviceable. Your hair should be neat and clean as well. Daily personal hygiene is a must.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

(Optional) As your supervisor I am concerned that there may be an underlying issue that is impacting your personal hygiene at work. I would like to refer you to the Employee Assistance Program (EAP). The EAP was established to assist employees with dealing with substance abuse, financial, emotional and other personal problems which may have an adverse effect on the employee's conduct/performance while at work. The EAP is a voluntary and confidential resource. No record of your participation in the EAP will be placed in your Personnel Folder. I sincerely hope that you will take advantage of this opportunity to help you resolve any personal problems.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

**Company Name**  
**Company Address**  
**City, State, Zip Code**

Put Date Here

Dear Mr./Ms. Employee XYZ: (Employees First and Last Name)

This written warning is being issued for your failure to follow the established company policy regarding Conduct at Work, which is covered in the Employee Handbook.

Specifically on February 18, 2003, you entered a Patient Room located in Building 13 and addressed an employee in a very authoritative and abusive manner.

Your initial statement was made in a loud manner, which you confirmed during our fact finding process, where you said to an employee, "Where is the small auto scrubber. You need to get it back to where it belongs immediately. Do you understand me?" Additionally, you were issued a written counseling on October 10, 2002, for a similar incident where you were addressing another staff member inappropriately. You also signed acknowledging that you had read, understood and received a copy of the Employee Handbook on April 12, 2001.

Employee XYZ, while on duty you are to remain in your area of assignment only. The only exception to this would be during your breaks and lunch periods. I will remind you that lunches and breaks will be taken in areas intended for that purpose. If you are in need of something outside your area of assignment you are to contact your supervisor prior to leaving your area. You are to address all individuals in a professional manner using a pleasant tone of voice and avoid loud, boisterous, or abusive language.

Employee XYZ, understand that any future violations of company policy, for any reason, may result in progressive discipline, up to and including possible termination.

(Optional) As your supervisor I am concerned that there may be an underlying issue that is impacting your personal hygiene at work. I would like to refer you to the Employee Assistance Program (EAP). The EAP was established to assist employees with dealing with substance abuse, financial, emotional and other personal problems which may have an adverse effect on the employee's conduct/performance while at work. The EAP is a voluntary and confidential resource. No record of your participation in the EAP will be placed in your Personnel Folder. I sincerely hope that you will take advantage of this opportunity to help you resolve any personal problems.

Sincerely,

Supervisor Name (Sign it just like a letter over your name)

Employee's Signature & Date: \_\_\_\_\_

