**Progressive Discipline Template: Letter of Written Warning**

<Letter Head>

To:

From:

Date:

Subject: Written Warning

Dear [Employee],

This letter serves as a written reprimand for issues related to [REASONS FOR WRITTEN WARNING]. On [DATE], I issued a verbal reprimand and reiterated expectations on [REASON FOR WRITTEN WARNING] and the need for immediate and sustained improvement.

The following items detail areas of recent concern.

* [List issues in detail since verbal warning was issued and list facts, not opinions. Including dates of all meetings that were held to discuss the issues and summarize what was discussed at the meetings]

To address the issue(s) and prevent future occurrences, we expect you to:

* [LIST IMPROVEMENT RECOMMENDATIONS]

Please be advised that if you do not demonstrate immediate and sustained improvement, you may be subject to further disciplinary action, up to and including suspension and/or termination.

Sincerely,

[SUPERVISOR NAME]

[SUPERVISOR TITLE/DEPARTMENT]

Cc:

If employee is ALIGNED

Office of University Labor Relations

Associated Collective Negotiations Agreement

SEBS Human Resources

If employee is NON-ALIGNED

University Human Resources

SEBS Human Resources