Written warning letter

[Company name]

[Date]

To: [Employee name], [Job title]
From: [Manager name], [Title]
Subject: Written warning: [performance / conduct issue]

This letter is a written warning about [issue in a few words].

What happened
[Describe the facts: dates, what was expected, what actually happened, with numbers or records where possible.]

Earlier discussion
We discussed this issue on [date(s)] [in a verbal warning on date]. [What was agreed then.]

What must change
- [Specific, measurable expectation]
- [Second expectation, if any]

Starting [date], I will review progress with you [weekly on day]. We will offer [training, a schedule change, a checklist or other support].

What happens next
If the required improvement is not made by [date], or the issue happens again, the next step may be [a final written warning / further discipline up to and including termination]. This letter does not change the at-will nature of your employment.

You may add a written response, which will be kept in your file with this letter.

[Manager name]
[Title]

By signing, I confirm that I received this warning and that it was discussed with me. My signature does not mean I agree. I may add a written response, which will be kept with this notice.

Employee signature _____ Date _____

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Manager signature

Date

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