

(Agency Letterhead)

DATE

EMPLOYEE NAME

ADDRESS

CITY, STATE, ZIP

Dear EMPLOYEE NAME,

This letter is a formal written warning due to BEHAVIOR OR SITUATION. This warning is specific to the behavior that occurred on DATE.

On DATE, DESCRIBE SITUATION IN MORE DETAIL.

Any prior incidents similar to this that have been addressed before and how.

These or similar performance issues must immediately improve. Moving forward I expect PROVIDE ACCEPTABLE BEHAVIOR AND EXPECTATIONS MOVING FORWARD. If this type of behavior continues, it may lead to further disciplinary actions up to and including termination. If you have any uncertainties regarding the conduct or expected improvement in this written warning, please let me know immediately.

Name

Title

I, EMPLOYEE NAME, acknowledge that I have read and understand this memorandum and that it is to be placed in my personnel file. I further acknowledge that my signature does not necessarily indicate agreement with the contents of this document. I understand that I have the right to respond to this letter and that my response will be attached to the personnel file copy of this letter.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Cc: Personnel File