Sample Letter – Written Warning (except for Performance Improvement Plan initiation)

(On Letterhead)

# Hand Delivered

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Employee Name,

This letter will confirm our discussion today during which you were advised that your recent <behaviour, performance, attendance, punctuality, breach of policy, etc> is not acceptable, specifically…..<briefly describe the specific elements of behaviour or performance that are unsatisfactory or in breach of policy>. You were also advised that immediate improvement is required.

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

It is expected that you will immediately address this situation and that further discussions will not be required. However, if there is a need to again have a discussion arising from a lack of corrective action being taken by you, the company reserves the right to impose further disciplinary actions, up to and including suspension without pay and termination of employment.

Should you require assistance or have any concerns going forward, please do not hesitate to discuss them with me. We continue to believe that you can be a valuable part of our team in the future and look forward to seeing positive actions and results from our discussion.

Sincerely,

Signature

Manager’s Name

cc. Employee File

*I understand the contents of this letter, the expectations of me from the company and that I will be subject to further disciplinary action should I fail to improve my <performance, punctuality, attendance, conduct, etc>.*

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Employee Signature Date