

Disciplinary Action - Written Warning

<<<<Date>>>>

Employee's Name and Designation:

Supervisor's Name and Designation:

Interviewer Name and Designation (if different from Supervisor):

Dear <<<Name of the Employee>>>

Thank you for meeting with me on *the* <<<Date>>>. At this meeting we *discussed your performance which is related to* <<<Related Filed>>>.

This is notification of a written reprimand for failure to heed to our previous informal and formal verbal warnings regarding your performance.

The items below represent specific infractions or breaches of job performance:

<<<<Reasons>>>>

At a meeting held on <<<Date>>> and attended by <<<Names of the Attendees>>> you were given a verbal warning.

Your success and development in our company is of the utmost concern to me. I appreciate your cooperation in these matters. If you have any questions or concerns about the contents of this letter please feel free to discuss them with me as soon as possible.

A copy of this letter will be placed in your permanent personal file. Please sign in the space provided below to acknowledge that you received a copy.

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Signature of employee
Date

.....

Signature of Reviewer
Date