

THIS HEADER MUST BE REMOVED PRIOR TO USE. PLEASE ONLY RELEASE THIS DOCUMENT IN PDF FORMAT. RED TEXT NEEDS TO BE CUSTOMIZED PRIOR TO PRESENTATION TO EMPLOYEE. BOLD RED TEXT PROVIDES ADDITIONAL GUIDANCE AND NEEDS TO BE REMOVED PRIOR TO PRESENTATION TO EMPLOYEE. THIS TEMPLATE IS NOT ALL INCLUSIVE AND DOES NOT INCLUDE EXAMPLES OF ALL POSSIBLE INFRACTIONS BUT MAYBE USED AS A GENERAL GUIDELINE FOR PREPARING WRITTEN WARNING TO EMPLOYEES ENGAGING IN MISCONDUCT, UNPROFESSIONAL BEHAVIOR OR FOR ATTENDANCE ISSUES. ALL SUCH WRITTEN WARNINGS/ DISCIPLINARY ACTIONS SHOULD BE REVIEWED WITH CORPORATE HR PRIOR TO IMPLEMENTATION AND COMMUNICATION WITH THE EMPLOYEE.

Written Warning Template

Date

Dear First Name:

You are being provided with this written warning for your inappropriate and unacceptable **conduct/behavior/attendance** as discussed during our meeting on **Date**.

Specifically, **[Describe the situation and the deficiencies in conduct/behavior/attendance and provide specific examples of occurrences/infractions – include dates times and other relevant information. Add quantitative objectives, as applicable. Some examples are provided below]**

- a. On **Date**, you engaged in unprofessional conduct by using abusive language towards your coworker. Use of profanity is unacceptable and you were immediately informed that this type of language is unprofessional and will not be tolerated at COMPANY
- b. Recently, a situation was uncovered in which you displayed a serious lack of judgment and unprofessional conduct which is in violation of Company policy. On **Date**, **[provide details]**

It is essential that you make immediate, consistent and sustained improvements and meet the following acceptable **conduct/behavior/attendance** standards **[List fair objectives/action items/expectations dates by which specific action items/tasks/assignments need to be completed by, as applicable]:**

- a. You are expected to maintain a professional work environment at all times and refrain from using language that is in clear violation of our Company policy.
- b. You must protect confidential information at all times and must adhere to all Company policies.

Please be advised that if immediate, consistent and sustained improvement in your **conduct/behavior/attendance** is not realized, your employment will be subject to additional disciplinary action, up to and including termination of employment. This document in no way alters your at will relationship with COMPANY and you have the right to terminate your employment at any time, with or without cause or advance notice, and COMPANY may terminate your employment at any time, with or without cause or advance notice.

As a reminder, **COMPANY NAME** offers a robust Employee Assistance Program (EAP) and I encourage you to take advantage of the completely confidential counseling and referral service.

It is my sincere desire that you address the areas of concern and take immediate corrective action.

Sincerely,

Name of Manager
Position Title

RECEIPT ACKNOWLEDGED:

Employee Signature

Date of Receipt

Cc: Corporate Human Resources
Employee File