**written warning letter**

[INSERT ORGANIZATION LOGO HERE]

**Private and confidential**

[DATE]

[EMPLOYEE NAME & ADDRESS]

**RE: Written Warning**

Dear [EMPLOYEE NAME]

This letter is to confirm what was discussed on [DATE] regarding your [CONDUCT/PERFORMANCE] as a [POSITION] at [ORGANIZATION]. This is your [FIRST/SECOND] warning letter.

On [date], you met with [supervisor name] and [HR manager name]. At this meeting, you were advised that your [job performance/work conduct] was [unsatisfactory/gravely concerning] and that you were required to improve your performance immediately. Specifically, we discussed [outline thematic concerns, such as lack of professionalism, absenteeism, initiative, poor judgement, inappropriate behaviour, etc. Include examples of specific incidents of problematic behaviour to support claims]. Continued poor performance threatens the [reputation, morale, integrity, safety, etc.] of [the organization, clients, fellow colleagues and co-workers].

Over the past [length of time], our concerns regarding your conduct have been identified and discussed [identify specific dates and times when these issues were brought to the employee’s attention]. Committed to seeing you succeed in your role, [organization] has [outline the various supports provided or offered to the employee to help them overcome and address their performance issues].

If this is the first written warning: There will be a [number of weeks] trial period during which you will be required to improve your performance by [insert steps required to correct performance]. If there are no significant performance improvements by [insert end date of trial period], further disciplinary action may be taken.

If this is not the first written warning: Unfortunately, to date [describe what has been the result of these conversations and next interventions, e.g. suspension or termination].

It is critical that you begin to address the concerns brought forward. As a [position], [organization] relies on you to provide [describe the qualities required in their role, such as leadership, professionalism, good judgement etc.]. [Outline the expectations of the employee’s role].

You are a valued employee and colleague at [organization]. It is our sincere hope that with our support you are able to make the necessary adjustments to be successful in your role. If, however, these behaviours continue in any way, it will result in further discipline, up to and including termination.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Signature  (Supervisor) |  | Date |  |
| Name and Signature  (HR Manager) |  | Date |  |

Acknowledgement of Receipt:

I acknowledge that I have received this written reprimand. My acknowledgement does not mean that I agree with its contents. I understand that a copy of this letter will be placed in my official personnel file. I also acknowledge that I have the right to prepare a written response that will be attached to this original letter of warning and placed in my official personnel file.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Signature  (Employee) |  | Date |  |

Cc: Employee File