Guidelines for Writing Warning Letters

1. **State the reason(s) for the discipline**, such as unsatisfactory performance, failure to maintain regular and satisfactory attendance, inappropriate conduct, etc. and quote the rule(s) of conduct violated.

   For example: "You are being issued this written warning for tardiness. This is in violation of *The Staff Handbook*, which states, "Employees are expected to be punctual and functioning in their positions consistent with their scheduled work hours."

2. **State the facts**, giving specific examples, listing witnesses, dates, etc., that verify the substandard performance/behavior. Explain the impact that this has had on operations.

   For example: "I am giving you this written warning because you have failed to follow the department call in procedures on two occasions in the last month on [dates]. You also had unexcused absences on [dates]. As a result of your conduct, there was insufficient staffing and our service to students was not up to the desired standard.

3. **Describe any previous discussions or corrective actions** such as verbal warnings, coaching/counseling, etc., that are relevant to the current problem or similar in nature to the current problem.

   For example: "On [date], you received a verbal warning regarding your attendance."

4. **Describe future consequences** if similar behavior continues.

   For example: "Further instances of unscheduled absences will result in additional disciplinary action, up to and including a possible recommendation for the termination of your employment."

5. **Include signature line** for employee to show that s/he has received the letter. State clearly that the employee's signature does not imply agreement with the letter but simply acknowledges receipt of it.