

# Sample warning letter

(on company letterhead)

Date:

Employee address:

Dear employee:

## Paragraph 1:

Describe incident/situation/etc. which has led to the warning. Be clear and specific, using dates and times where possible. Avoid making assumptions about the employee's conduct where possible. Stick to facts. If the employee has received prior verbal or written warnings, make note of this in this letter.

## Paragraph 2:

Describe specifically the change(s) you want to see and your expectations of the employee.

## Paragraph 3:

Advise the employee of a 'review date', to meet and discuss progress. You may wish to include a positive statement regarding your belief in the employee's ability to make the changes necessary. If this is the final warning letter, advise the employee that any further incidences of the behaviour, etc., will result in termination.

Sincerely,

Supervisor's/manager's name Title



- Disciplinary warnings and termination notices **should be in writing**.
- Use your **company letterhead** or include the **company address** in the letter.
- Always keep copies of letters on the employee's file.
- **Stick to the facts**. Be specific about the issue to be addressed.
- Be sure to **reference previous warning letters or disciplinary action** that has been taken on this matter.
- **Be clear about next steps**. Identify future disciplinary action that will be taken if the issue is not corrected.
- **Keep it professional**. Avoid allowing the letter to become personal. It is best to write when you are calm and in control of your emotions.
- Keep in mind that your letters may be needed in the future to support your case for termination.

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