

Written Warning [or Reprimand]

[Date]

[Name]

[Address]

Re: Written Warning [or Reprimand]

Dear [EMPLOYEE NAME]:

This is formal notice that you are hereby being issued a written warning [or reprimand] for *[INSERT GENERAL STATEMENT OF REASON, e.g., misconduct; unsatisfactory performance]*.

Specifically, *[an employment investigation has substantiated/it has been determined]* that *[INSERT DETERMINATIONS FROM INVESTIGATION AND APPLICABLE POLICY VIOLATIONS.]*

Your conduct is serious from the standpoint of the County. Employees are expected to be *[INSERT INFORMATION REGARDING EXPECTATIONS]*.

[If applicable include the following: This is not the first time [your conduct/these performance deficiencies] have been brought to your attention. On [DATE], you were issued a documented verbal warning [or reprimand] for [insert information related to prior discipline]. On [DATE], you were issued a written warning [or reprimand] for [insert information related to prior discipline].]

Your [conduct/performance] is [inappropriate/deficient/fails to meet performance expectations] and will not be tolerated. If you engage in this or similar misconduct in the future, or violate County policies or expectations, you will be subject to additional disciplinary action up to and including the termination of your employment. [OR Continued failure to meet performance expectations/requirements will result in additional disciplinary action up to and including termination of your employment.]

Sincerely,

[SUPERVISOR/MANAGER NAME]

[TITLE]

cc: Personnel File
Union Business Agent *[if required by CBA or past practice]*

I have received a copy of this disciplinary notice and it has been discussed with me.

Employee Signature

Date