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.