

## EMPLOYEE WRITTEN WARNING LETTER

Employee:	_____
Employee ID:	_____
Employee Title:	_____
Manager:	_____
HR Officer:	_____
Date:	_____

### **Introduction**

1. \_\_\_\_\_ (the "Employer") recognizes the importance of maintaining a consistent and experienced workforce. As such, it is important to retain staff wherever possible. It is the desire of \_\_\_\_\_ to retain \_\_\_\_\_ (the "Employee") however some changes in work behavior must occur in order to ensure a successful working relationship.

### **Infraction**

2. This Employee Warning Letter (the "Letter") concerns the Employee's failure to fulfill work obligations that occurred on or about   Date  :

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. This is the first occurrence of this type of infraction.

### **Consequences**

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature**

5. By signing this form the Employee is not making any admission of wrong-doing nor is the Employee necessarily agreeing with the content of this Letter. The Employee's signature only acknowledges that the Employee has received this Letter and that the Employee and the company management have discussed the content of this Letter including the specific plans for improvement and the consequences of future infractions.

\_\_\_\_\_  
\_\_\_\_\_ (Employee)