*Sample Letter – Written Warning*

Date

Employee Name

Title

Department

Address

Columbia, MO 65211

Dear Employee Name:

This written warning is being issued due to [*reason for discipline*].

On [*date*] you [*reason that discipline is being issued*]. This is unacceptable because [*explain reason that behavior/performance/attendance/etc. is unacceptable*].

In the future, I expect that you will [*detail expectations for correcting the problem*].

Failure to show immediate and sustained improvement in behavior or performance may result in further discipline, up to and including termination. For additional information on the progressive discipline policy, please refer to HR 601, Discipline, online at <http://www.umsystem.edu/ums/departments/hr/manual/601.shtml>.

If you have any questions about this warning, please don’t hesitate to talk with me. You are also welcome to call [*enter human resource professional*] in Human Resource Services at 573-xxx-xxxx or emailaddress@missouri.edu.

Sincerely,

Supervisor

cc: Human Resource Services