

SAMPLE LETTER – WRITTEN FOLLOW-UP TO AN ORAL WARNING*
Letter or Memorandum
From the Appropriate Supervisor

VIA HAND DELIVERY

TO: [EMPLOYEE]
FROM: [APPROPRIATE SUPERVISOR]
DATE:
SUBJECT: Written follow-up to an oral warning

Please be advised that this letter serves as a written follow-up to the oral warning you received on [DATE] as a result of your [STATE PERFORMANCE AND/OR CONDUCT ISSUE(S) DISCUSSED WITH THE EMPLOYEE].

[DETAIL THE TIMES, PLACES, AND OTHER PERTINENT FACTS CONCERNING THE PERFORMANCE AND/OR CONDUCT ISSUE(S).]

[INCLUDE ANY EXPECTATIONS, CORRECTIVE ACTION, IMPROVEMENT PLANS, AND/OR TIMEFRAMES FOR IMPROVEMENT DISCUSSED WITH THE EMPLOYEE.]

I am confident that you can correct the issue(s) addressed above and that there will be no further issues of this nature in the future. However, note that should further issues in this area arise, further disciplinary action may be taken, up to and including dismissal.

Please let me know if you have any questions.

*A supervisor shall meet with the employee to issue an oral warning to the employee. During the meeting, the supervisor shall review the expected performance and/or conduct, explain why the performance/conduct does not meet expectations, provide the employee with an opportunity to explain the performance/conduct, and make suggestions to correct the performance/conduct. The discussion shall be documented in the written-follow up documenting the date of the discussion and other necessary information regarding expectations for improvement. The written follow-up to oral warning shall not be construed as a written warning as described in the Rules of the Department of Human Resources, Rule 1120-10-.04 and shall not be maintained as a part of the employee's official personnel file.