



Request for Expungement of Written Warning from Personnel file

Employee's name \_\_\_\_\_

Employee ID# \_\_\_\_\_

Agency where written warning issued \_\_\_\_\_

Date of written warning \_\_\_\_\_

Reason for written warning: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I do hereby certify that I have had no further disciplinary action with respect to the same area of performance or conduct listed above within two years of the date of the written warning.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date