



**Your Agency Letterhead**

**TO:** Name, Title, Employee ID

**FROM:** Appropriate Supervisor

**DATE:**

**SUBJECT:** Written follow-up to an oral warning

Please be advised that this memorandum serves as a written follow-up to the oral warning you received on **(DATE)** as a result of your **(State Performance and/or Conduct issues discussed with the employee).**

**(Detail the times, places, and other pertinent facts concerning the performance and/or conduct issues).**

**(Include any expectations, corrective action, improvement plans and 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 termination.

Please let me know if you have any question.

I verify by my signature below that I have received a copy of this memorandum.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

CC:

Note:

A supervisor shall meet with the employee to issue an oral warning. 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 an opportunity to explain the performance/conduct, a make suggestion to correct the performance/conduct. The discussion shall be documented in the written follow-up documenting the date of discussion and other necessary information regarding expectations for improvement. The written follow-up to an oral warning SHALL NOT be construed as a written warning described in the Rules of the Department of Human Resources, Rule 1120-10-.04 and SHALL NOT be maintained a part of the employee's official HR file.