

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

**FROM:** Review's Name and Position

**DATE:**

**SUBJECT:** Written Warning Review Decision

On **[INSERT DATE]**, I received your correspondence requesting a review of your written warning which was issued to you on **[INSERT DATE AND ANY OTHER PERTINENT ISSUES WITH NOTICE]**. Based on the date of receipt, your request was submitted within the fourteen (14) day timeframe, pursuant to DOHR Rule 1120-10-.04(2)(b). The written warning was based on your violation of the following:

**(LIST VIOLATIONS (I.E., STATE/AGENCY POLICIES, STATE LAW, CODE OF CONDUCT, ETC)).**

In reviewing the merits of your written warning, the following information has been reviewed:

**(LIST ALL RELEVANT INFORMATION SUBMITTED AND/OR REVIEWED)**

Background and Findings:

**(Detail the Times, Places, and other Pertinent Facts concerning the Performance or Conduct Issues. Include Applicable Training Provided, Supervisory Counseling, Performance Reviews, other Discipline Related to this Issue).**

Analysis and Decision:

**(Detail how the background and findings compare to agency practices and standards to assess if the written warning was warranted. Additionally, assess for consistency in issuing written warnings compared to other employees and ensure there are no other factors contributing to the performance/conduct issues that could be addressed by the agency).**

**(Include Ultimate Decision, Expectations, Corrective Action, Improvement Plans, and Timeframes for Improvement discussed with the employee).**

This decision is final and not subject to appeal (DOHR Rule 1120-10-.04(b)). The written warning shall be placed in your official human resources file. If there are no further disciplinary actions with respect to the same area, performance or conduct, within the next two (2) years, then this

written warning will become void and of no effect. You may provide a written request to expunge this written warning from your human resources file. You may find additional information regarding the review of written warnings at the Rules of the Department of Human Resources, Rule 1120-10-.04(2).

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.

**INSERT INFORMATION REGARDING TRANSMISSION: EMAIL, CERTIFIED AND/OR REGULAR MAIL**

CC:

SAMPLE