EMPLOYEE WARNING LETTER

Date: _____. To: _____, job title _____, department _____. From: _____, title _____. Company: _____.

Warning level (check one): [ ] first written warning [ ] second written warning [ ] final written warning.

Issue (check one): [ ] attendance and punctuality [ ] job performance [ ] conduct and Company policy [ ] workplace safety [ ] other: _____.

This letter is a written warning to _____ (the "Employee") from _____ (the "Company"). _____ (the "Manager") issues it for the Company. It describes the problem, the improvement the Company expects and what may happen if the problem is not corrected.

1. REASON FOR THIS WARNING

Policy or rule not followed: _____

Expected standard: _____

If this is a final written warning: if the problem described in this letter continues or happens again, the Company may end the Employee's employment.

2. DETAILS OF THE ISSUE

Date: _____. What happened: _____

Date: _____. What happened: _____

Date: _____. What happened: _____

3. PRIOR WARNINGS (IF ANY)

Date: _____. Type of action: _____. Notes: _____

Date: _____. Type of action: _____. Notes: _____

4. REQUIRED IMPROVEMENT

Improvement required: _____

The Manager will review the Employee's progress with the Employee on or about _____. The Employee must keep up the improvement after that review as well.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

Support the Company will provide (optional): _____

Attendance warnings: this warning does not rely on any absence or late arrival that the law protects or that the Company approved as leave.

5. CONSEQUENCES

If the Employee does not make and keep up the improvement described in this letter, or if the same or a related problem happens again, the Company may take further disciplinary action, up to and including termination of employment. After a final written warning, the Company may end the Employee's employment without further warning. If a problem is serious, the Company may move directly to a later step.

6. EMPLOYEE COMMENTS

The Employee may write comments below or attach a separate written statement, which the Company will keep with this letter in the personnel file. Questions may be directed to _____. Connecticut requires a documented disciplinary action to tell the employee, in clear and conspicuous language, that the employee may submit a written statement if they disagree (Conn. Gen. Stat. § 31-128e), and Illinois lets an employee attach a statement of disagreement to a personnel record (820 ILCS 40/6).

_____

_____

_____

7. EMPLOYMENT RELATIONSHIP

This letter is not a contract of employment and does not promise employment for any period or any further warning before other action. Unless a separate written agreement signed by the Company, or a collective bargaining agreement, provides otherwise, employment with the Company is at will. Montana note: discharge in Montana is governed by the Wrongful Discharge from Employment Act (Mont. Code Ann. § 39-2-901 et seq.); Montana employers should replace the at-will sentence. An employer with a just-cause policy should replace it with that policy's standard.

Nothing in this letter limits the Employee's right to discuss wages, hours or other working conditions with coworkers and to act together about them (29 U.S.C. § 157), to report a possible violation of law to a government agency, or to make any other report or disclosure the law protects.

8. ACKNOWLEDGMENT

By signing, the Employee confirms receiving a copy of this warning and having had the chance to discuss it with the Manager. Signing confirms receipt only. It does not mean that the Employee agrees with the warning. The Manager confirms issuing this warning for the Company. If the Employee declines to sign, the witness confirms that the Manager gave this letter to the Employee and that the Employee declined to sign it.

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SIGNATURES

Employee

Signature: _____ Date: _____

Printed Name: _____

Manager

Signature: _____ Date: _____

Printed Name: _____

Witness (if the Employee declines to sign)

Signature: _____ Date: _____

Printed Name: _____

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