

MODEL LETTER FOR IMPOSITION OF DISCIPLINARY ACTION – WRITTEN WARNING

(Date)

Name

Address

City, State, Zip

RE: Notice of Disciplinary Action – Written Warning

Dear _____:

This letter is to document the facts concerning your activities on *(date)* and to warn you of the consequences of further inappropriate conduct while you are employed by the County.

It has come to my attention that you *(detail the activities in which the employee engaged)*. Your activities violated *(detail the rules or standards of conduct the employee violated)*. *(Optional sentence or paragraph indicating that the employee has previously received an oral warning)*.

I view the foregoing matters as inappropriate conduct which warrants the imposition of disciplinary action. Therefore, I am issuing you this Written Warning and hereby formally warning you that any future violations of County policies or procedures may result in additional disciplinary action, up to and possibly including termination. A copy of this letter will be placed in your personnel file.

You may provide a written response to this notice. You may also file a grievance in accordance with *(cite policy manual or union contract)*.

I urge you to give the foregoing admonition serious consideration throughout the remainder of your employment with the County.

Sincerely,

Department Head (or appropriate title)

* * * * *

(Your signature acknowledges that you have had the chance to review and comment on this notice – not that you necessarily agree with it.)

Employee's Signature

Date