FIRST WRITTEN WARNING LETTER

Date: [Insert Date]

Dear [Employee Name],

This letter serves as a First Written Warning Letter regarding [Summarize the issue or the reason for the warning]. (Examples: you have been late for work on a number of occasions/you breached confidentiality/you have not met an agreed-upon work deadline/...etc.).

Previously, we met on [Insert Date of Verbal Warning] to discuss this issue and determined that if it continued, the next step in the progressive discipline process would be a First Written Warning.

As this behaviour has continued on [Outline the date or dates the issue occurred], this warning is necessary**.**

[Summarize the negative impact this had on the organization or team]. (Example: When you are late for work, it not only sets a poor example for other employees, it also impedes our ability to meet deadlines/serve our customers appropriately…)

[Outline the agreed upon improvement, specifying a timeline]. (Example: During our conversation you agreed to leave 15 minutes earlier each morning to arrive at work at least five minutes before your scheduled start time/During our conversation you agreed to remove the negative post from your social media account and review our procedures on harassment in the workplace.)

[Discuss the plan for improvement, if applicable]**.** (Example: To assist you in improving in this area, I will meet with you weekly until this is resolved to provide you with additional training.)

[Outline the consequences for their file**]**. (Example: This letter will be placed in your employee file for 18 months and removed thereafter if there are no further issues of a similar nature.)

In the event that these actions continue, the next step in the discipline process will be a Second Written Warning. Please note that [Organization Name] reserves the right to skip level(s) of discipline in the event of further breaches of policy.

You are a valued member of our team and it is my hope that we can work together to ensure this issue is resolved. If you have any questions, do not hesitate to contact me for clarification.

Sincerely,

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Manager/Supervisor Name, Title, Signature Date

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Employee Name, Title, Signature\* Date

\*By signing this written documentation you are acknowledging you have received this written warning. Your signature does not indicate you are in agreement with the action taken.

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Witness Name, Title, Signature Date