# (Date) (Hand Delivered)

(Employee Name)

(Address)

(City, State Zip Code)

Dear (Employee Name):

This is a letter of warning for (work performance related reasons) which occurred on (date or dates).

We previously discussed my concerns on (date or dates).

I want to emphasize the importance of meeting my expectations and all University workplace standards and policies.

My expectations continue to be that you (list expectations, time frames and anything else that is relevant).

I am available to help you meet these expectations. Feel free to seek my assistance at any time and I will work with you to help you succeed in this position.

Sincerely,

(Supervisor Name)

(Position Title)

(Department)

cc: (Department)

 Human Resources

 (HR Personnel File)