**Associate Written Warning Template**

*\*Print on approved letterhead*

*\*\*Carson Coaching strongly recommends you consult with an Employment/Labor Law attorney prior to using this template. Taking this action will ensure your wording is accurate and legally appropriate and is in accordance with federal, state, and local laws.*

DATE:

TO: [Insert Employee’s Name]

FROM: [Insert Manager’s Name]

**Subject: Disciplinary Action – Written Warning**

This memo is to inform you that your performance has not met expectations in the last three months **{Insert time period}**. We previously spoke about this issue on **{Insert date of last discussion related to performance issue in MM/DD/YY format}**.

**{Insert the specific performance issue}**

Sample: In the past three months, you have failed to perform your work assignments in a timely manner. Specifically, you have consistently not met the stated deadlines for creating and printing client updates.

**{Insert the consequences of the performance issue}**

Sample: As you know, timely and accurate client updates play a significant role in serving the needs of our clients. Your inattentiveness in this area is unacceptable and has required other members of the firm to cover your job duties, thereby, creating problems with their workloads and priorities. As you also know, we’ve had two instances (on February 23, 2020 and March 14,2020) where clients were upset with the quality of their client updates, and both instances were the direct result of your failure to create the reports in a timely and accurate manner.

**{Insert the actions and/or previous discipline taken to correct the performance issue}**

Sample: This is not the first time we’ve addressed this issue. You have been orally warned on two other occasions (February 24, 2020 and March 15, 2020) for failing to complete your work assignments in a timely manner. You have also received verbal counseling on several occasions, all in an attempt to correct the performance issue. This counseling is not having the impact we’d expected on your performance. Consequently, this written warning is reminding you of the critical importance of you correcting this performance issue.

**{Insert that further unsatisfactory performance may result in additional discipline}**

Sample: Any further performance problems may result in further disciplinary action, up to and including employment termination.

By signing below, you acknowledge receipt of this written warning. You also agree to keep the terms of this written warning confidential, and that you have not, nor will you hereafter, disclose any information concerning this agreement to any person other than immediate family, **{Company Name}** management, and legal counsel.

**Employee:**

**{Insert Employee’s Name}** Signature Date

**Manager Administering Warning**:

**{Insert Manager’s Name}** Signature Date