



Click or tap to enter a date.

Employee Name

Dear Name,

You attended a disciplinary meeting with Supervisor Name (title) on MM DD YYYY. I am writing to confirm the decision taken that you are receiving a verbal/written/1-day unpaid suspension in accordance with the progressive discipline policy.

The warning will be placed in your personnel file.

The nature of the unsatisfactory conduct occurred MM DD YYYY.

Explain infraction

Further violations will result in further disciplinary actions according to the progressive discipline policy and depending on the severity, could result in a with-cause dismissal.

Supervisors Full Name
Title

I have read and understood the contents of this warning.

Date: _____ Signature: _____

