**Template Letter for Written Warning**

**\*Download or Save on your computer before completing; put on letter head\***

Date

Name Empl ID: xxx

Department

Campus

Re: Performance

Dear Name,

Per our conversation today, this letter serves as a written warning pursuant to HR-601 Discipline. It has come to our attention that recent incidents have occurred, which are consistent with a pattern of behavior observed over (TIME FRAME). This behavior is concerning, as it is unacceptable in our work environment.

Specifically, (SUMMARIZE INCIDENTS AND DATES).

This is not the first-time performance concerns have been discussed with you. Our records show (LIST DATES OF DISCIPLINE INCL COACHING, VERBAL WARNING, ETC)

DATE ISSUED SUMMARY OF INCIDENT

NAME, it is my desire that every employee has a chance to succeed in their position with the University of Missouri. This pattern of behavior does not demonstrate (EX; professional collaboration, effectively working across organizational lines, or maintaining professional and trusted relationships, ETC). We highly encourage you to utilize available myLearn training to seek tools and resources to aid in sustained improvement.

Any additional performance concerns will result in further disciplinary actions up to and including dismissal. Please let us know if you have any questions or if we can assist with your development to ensure improvement.

Sincerely,

NAME

TITLE

Name

Title

Department

Cc: Name, HR Partner

eHRFile, Personnel file