

First Level Supervisor Training: Written Warning Letter

Letter of Warning

Unsatisfactory Work Performance	
Date:	Project:
To:	

The purpose of this warning is to call attention to an area of our work that requires improvement.

This is an opportunity for you to improve your performance and return to a satisfactory performance level.

Please be advised that:

Any future incidents may result in further disciplinary action including dismissal.

Employee
Supervisor

Shop Steward
Supervisor

Please sign this letter to acknowledge receipt of this warning.

Copies:
Employee
Job File
All appropriate parties