

## Appendix A: Template for Written Warning

Date:

To:

From:

RE: Written Warning

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Based on our conversation of [enter date] and in accordance with Section X of the *Faculty Employment Handbook*, this memo constitutes a Written Warning regarding **[briefly describe misconduct justifying the written warning]**.

As indicated in the *Handbook* Section X.E.3.a(2), a written warning does not constitute a disciplinary sanction and will not be added to your HR Personnel File. However, I will retain a copy of this memo and will submit a copy of this memo to **[next level supervisor]**. There is no appeal for a written warning. You are entitled to prepare a written response to this warning. If you choose to do so, please provide that response to me no later than **[enter date 10 working days from date on which this memo is delivered]**. Your written response will be stored with this memo and will also be shared with **[next level supervisor]**.

Please be aware that any future misconduct of the same or similar nature may result in the imposition of a formal disciplinary sanction. Moving forward, you are expected to **[describe expected change in behavior]**.