

MODEL WARNING LETTER

Use Warning Letter if Employee Ignores Oral Warning

If an employee ignores your first oral disciplinary warning, adapt and use the following letter for a written warning. This letter includes a section for the employee to sign your copy of the letter to acknowledge having received it. Otherwise, at a future arbitration hearing or court date, the employee could deny having gotten it.

[*Insert date*]

Joe Jones, Building Superintendent
123 Any Avenue
New York, NY 12345

Dear Mr. Jones:

I am giving you this written warning because you have failed to heed the oral warning I gave you on [*insert date*]. At that time, I warned you against taking unexcused absences from work and being dishonest.

Now you have again broken the building's rules. On [*insert date*], you told me that you had finished a job I assigned to you one week earlier, namely, the removal of construction materials piled on the roof, which blocked the bulkhead door. Today, an HPD inspector examined the roof, found the materials I asked you to remove, and issued me a violation.

Your repeated failure to abide by the rules has caused concern as to whether you can do your job properly. I will have no choice but to dismiss you if you do not start taking your responsibilities seriously and follow the building's rules.

To acknowledge that you have received and understand this letter, please sign where indicated below and return this copy to me.

Yours truly,
John Smith, Owner

.....
I hereby acknowledge getting a copy of this warning letter on [*insert date*]:

SIGNED: _____
JOE JONES, SUPERINTENDENT

Copies to: Building Services International Union, Realty Advisory Board