

Initial Written Warning

MEMORANDUM

TO: Mary Jones

FROM: Tom Doe
Supervisor

DATE: January 9, 20__

SUBJECT: Initial Written Warning for Poor Work Performance

On Wednesday, January 8, at 2:30 pm., we met to discuss your failure to follow the instructions and departmental procedures described below.

1. You did not process a travel request on a timely basis and scheduled an important meeting on this travel day which had to be rescheduled. Also, another travel request was prepared that was incomplete in numerous aspects, including the registration form.
2. Filing in all areas is to be done on a daily basis. Filing in some areas accumulates for more than a week before receiving your attention. You were given oral instructions that nothing was to be stacked on top of the file cabinets. A second reminder was issued two weeks later to clean off the top of the file cabinets, and it included specific instructions as to where the materials should be placed. Both of these directives have been ignored.

Mary, I urge you to direct your attention to these areas of your performance before further corrective action becomes necessary.

cc: departmental file

Initial Written Warning – Sample 2

MEMORANDUM

TO: Mary Jones

FROM: Tom Doe
Supervisor

DATE: February 12, 20__

SUBJECT: Initial Written Warning for Poor Attendance

On January 2, in our one-on-one-staff meeting I counseled you about your absences and late arrivals to work. Since then you have been absent four Tuesdays in a row.

This pattern of attendance is unacceptable and I expect to improve your attendance immediately or else further corrective action may become necessary.

cc: departmental file

Second Written Warning

MEMORANDUM

TO: Mary Jones

FROM: Tom Doe

DATE: February 1, 20__

SUBJECT: Second Written Warning for Poor Work Performance

Since the time of your initial written warning last month, I have not seen sufficient improvement in any of the areas that were cited as needing improvement. Your work performance continues at an unsatisfactory level. The following problems have been noted within the past two weeks:

1. A memorandum given to you as a "high priority item" was not transcribed for over one week. When it was transcribed, the first and second drafts contained numerous errors, many of which were of a totally unacceptable nature given your experience and job level.
2. In looking through your "to do" file, there were numerous items which I had given to you to send to other people that were more than one week old and not yet processed.
3. You either double scheduled or failed to indicate that you had scheduled meetings for me upon three occasions causing me to miss meetings.
4. You have been noted to have spent an excessive amount of time on personal phone calls.

This letter is to notify you that, unless your work performance improves to an acceptable level immediately, further corrective action will follow. If you achieve an acceptable level of work performance, you are expected to maintain that level of performance on a continuous basis. Your performance will be reviewed on a weekly basis, and problems will be brought to your attention immediately. Any questions regarding this memorandum should be addressed to me.

cc: Human Resources Administration

Employee's Signature
Acknowledges Receipt Only

Second Written Warning –Sample 2

MEMORANDUM

TO: Ed Smith

FROM: Marian Blake

DATE: March 21, 20__

SUBJECT: Second Written Warning for Poor Attendance

On February 12, we discussed your poor attendance, and you were informed that if this problem persisted, you could be subject to further disciplinary action.

Since our discussion, you were late to work on February 20 and absent on February 28 and March 18. I must emphasize the seriousness of this situation. This attendance record is unacceptable and continued difficulties in this area could lead to more severe corrective action, including suspension without pay and ultimately termination.

If you have any questions regarding this matter, I urge you to discuss these concerns with me as soon as possible.

cc: Human Resources Administration

Employee's Signature

This letter has been reviewed with me, and I have received a copy.

Letter of Suspension
MEM

ORANDUM

TO: Mary Jones

FROM: Tom Doe
Supervisor

DATE: April 21, 20__

SUBJECT: Suspension for Poor Work Performance

On January 8 you received an initial written warning and on February 1 you received a second written warning which pointed out several serious deficiencies in your work performance. I have been monitoring your work, and you have not made sufficient improvement in the areas we discussed. Immediate and sustained improvement is necessary in the following areas:

1. You have been making frequent typing errors involving the spelling of common, nonmedical terms. Revisions have often been returned with additional typing errors which were not present on the original letters.
2. In typing dictations, you are not using the dictionary and other sources of reference to check the spelling of words. As a result, your error rate on some dictations has been as high as 30 words per page. Again, corrected versions still come back with serious errors.
3. As I pointed out, you seem to have a problem in concentrating on your work which has been compounded by too many incoming and outgoing personal phone calls. Such calls should be limited to emergency situations in the future.

You have been employed in our department for over a year, and during this time your work performance has continued to decline. Because of this unacceptable level of performance, you are being suspended without pay for three days, April 22, 23, and 24. You are expected to return to work at 8:00 a.m. on Friday, April 25. I wish to make clear that unless your performance improves immediately and remains positive, I will have no alternative but to terminate your employment.

cc: Human Resources Administration

Employee's Signature
Acknowledges Receipt

Letter of Suspension – Sample 2

MEMORANDUM

TO: Ed Smith
FROM: Marian Blake
DATE: May 15, 20__
SUBJECT: Suspension for Poor Attendance

This letter is intended to serve as a notice of suspension in the matter of your attendance and to outline, once again, the guidelines for your continued employment with Indiana University.

In early February of this year you were given an initial written warning that your attendance was unacceptable; one month later, when your attendance had not improved, you were given a written warning.

Since that time, there have been three instances in which you were absent for all or part of a day. This is an unacceptable situation, and you are now placed on a three-day suspension without pay effective tomorrow through Thursday.

Further absences can lead to termination. I hope that you understand the gravity of this situation. While I have no wish to see you terminated, it is important that you are present and willing to work. Your signature below is evidence that you have read this document and understand its contents.

cc: Human Resources Administration

Employee's Signature

Letter of Termination

MEMORANDUM

TO: Mary Jones
FROM: Tom Doe
DATE: June 4, 20__
SUBJECT: Notice of Termination - Poor Work Performance

At the time of your suspension for poor work performance, I expected an immediate and sustained improvement of your performance or you would be subject to termination.

I did note some initial improvement; however, it did not last. Within the past three weeks, most of the problems cited in the written warning and suspension letters have recurred. Since you offered no acceptable explanation when I presented these latest deficiencies to you, I am notifying you of your termination of employment from Indiana University effective two weeks from today on June 18.

You are entitled to follow the IUPUI grievance procedure if you wish to do so. To indicate your understanding and receipt of this letter—not agreement—please sign below.

cc: Human Resources Administration

Employee's Signature

Letter of Termination – Sample 2

MEMORANDUM

TO: Ed Smith

FROM: Marian Blake

DATE: June 30, 20__

SUBJECT: Notice of Termination for Poor Attendance

During the past year you have been counseled numerous times regarding your attendance record. It was stressed that you could not effectively perform your responsibilities with such a poor record.

You were given an initial written warning on February 12 explaining the necessity of improving your attendance record, and on March 21 you received a second written warning for failure to improve your attendance. On May 15 you received a three-day suspension, and you were advised that further attendance problems could result in termination.

Since that time, your attendance has remained unacceptable with several occasions of tardiness and absences.

As we discussed in our meeting this morning, this adversely affects the department. I have no alternative but to terminate your employment effective two weeks from today. Your last day will be July 14.

cc: Human Resources Administration

Employee's Signature
Acknowledges receipt and understanding—not agreement

Letter of Suspension Subject to Termination

MEMORANDUM

TO: Ed Smith
FROM: Marian Blake
DATE: June 1, 20__
SUBJECT: Suspension Pending Termination

This is to notify you that effective immediately you are being placed on a five-day suspension pending an investigation and subject to discharge.

This action is being taken due to your participation in a fight at work with another employee. When questioned earlier today, you denied starting the fight, but you did admit to striking the other employee. Instigating a fight and/or retaliating with physical violence are totally unacceptable actions in the work place, and they result in severe corrective action.

An investigation of your involvement in this incident will be conducted during the ensuing five days at which point you will have the opportunity to again explain what happened. You will be notified of your employment status at the end of this five-day suspension period.

cc: Human Resources Administration

Employee's Signature
Acknowledges Receipt Only