

**SAMPLE WRITTEN WARNING MEMORANDUM**

**[SCHOOL LETTERHEAD]**

**TO:**  
**FROM:**  
**DATE:**  
**RE:** Written Warning

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The purpose of this memo is to inform you that you are receiving a written warning for [*unacceptable work performance and/or nonprofessional behavior*] as outlined below.

**Summary:**

[*In paragraph or bullet form, list specific occurrences of the unacceptable work performance or nonprofessional behavior referenced above*]

**Action Plan:**

Your [*work performance or behavior*] is unacceptable and must [*change/cease*] immediately. It is expected [*state specific expectations going forward*].

You are responsible for your own improvement. However, should you need assistance in correcting this issue, do not hesitate to request guidance.

The Diocese of Wilmington offers to full-time employees an Employee Assistance program (EAP) at no cost. This program is available through UNUM and can be reached toll-free, confidentially, 24 hours a day, 7 days a week at 1-800-854-1446. Please do not hesitate to take advantage of this program.

Improvement must begin immediately and be sustained. Further instances of [*unacceptable performance and/or nonprofessional behavior*] following this written warning are cause for continued progressive discipline up to and including termination of employment with or without additional warning. A copy of this document will be placed in your personnel file. You have the right to respond to this warning in writing and have the response placed in your personnel file.

**Administrator Signature and Date:** \_\_\_\_\_

**Employee Signature and Date:** \_\_\_\_\_