

**SAMPLE
LETTER OF WARNING**

[NOTE: All Letters affecting Disciplinary Actions are to be reviewed by an Employee Relations Specialist in the Personnel Office prior to issuance. See instructions in Chapter 2 regarding supervisory-maintained personnel records.]

To: Employee Name, Title

From: Supervisor,

Subject: Letter of Warning

This is a letter of warning for your unauthorized absence from duty.

Your scheduled lunch period is from 11:30 a.m. to 12:00 p.m. On June 6, 199__, you did not return from lunch until 1:00 p.m. You did not request approval for your absence. When I asked you, you could not give me a legitimate reason for returning late, or for failing to request leave. Subsequently, you were charged one hour of absence without official leave (AWOL), which is unpaid, unapproved leave.

In deciding to issue this warning I have considered that during your new employee orientation in October 199__ and later during an office staff meeting on January 1, 199__ you were informed of the requirement to take no more than your authorized official lunch, and to request advanced approval for leave if you wish to be away from work longer than your official lunch period.

(Include any action to be taken by the employee to prevent a recurrence of the infraction and further disciplinary action, and action to be taken by the supervisor to assist the employee.) You are cautioned that any future misconduct of this nature or other misconduct could result in more severe disciplinary action, up to and including removal. If you have any questions about leave approval policies or procedures, I will be happy to answer them.

If you believe that personal, medical, or other problems are reasons for your actions, you may provide documentation of the medical condition or raise these problems. You may also contact the Employee Assistance Program at [telephone number], or me for assistance. You can contact the Personnel Office at [telephone number], if you need further information concerning medical documentation requirements.

November 2001

You may make a written explanation to be retained with the letter of warning. A copy of this letter of warning, along with any written explanation made by you, will be retained by me in my supervisory employee files for not more than one year after the date you acknowledge receipt. The letter will be removed and destroyed from my supervisory employee files if you separate from the Service prior to the end of the one year period. The letter may be withdrawn for destruction earlier than the expiration of the one year period if your conduct is considered to warrant such. I will inform you in writing if such becomes the case.

You may contest this letter by filing an informal grievance in accordance with Service grievance procedures contained in 227 FW 3. Such a grievance may be filed either orally or in writing with me within 15 calendar days after your receipt of this letter. If you have questions about your grievance rights please contact the Employee Relations Specialist in the Personnel Office at [telephone number].

[NOTE: On a copy of the letter the following type for the employee to sign:]

I acknowledge receiving this document.

Signature

Date

November 2001