

## SECOND WRITTEN WARNING

DD/MM/YYYY (Date the discipline was delivered)

Employee's First and Last Name:

Employee's Position:

Employee's Work Location:

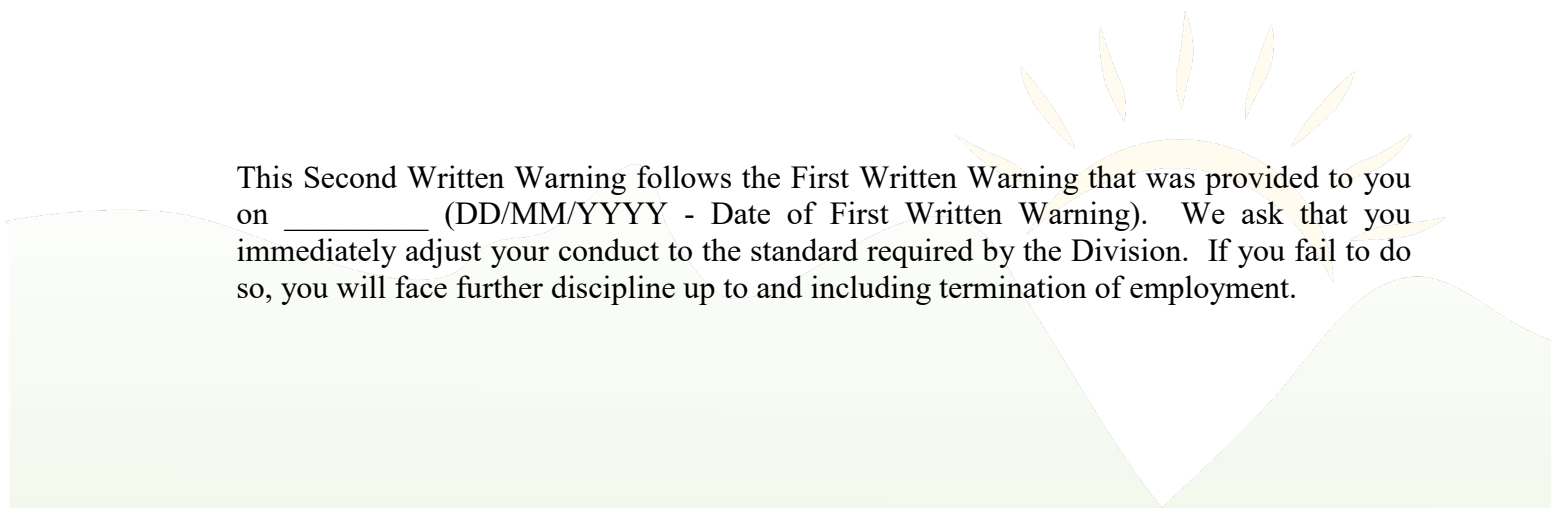
Dear Employee's First and Last Name:

This letter confirms our meeting today in which we provided you a Second Written Warning. In addition to the two of us, \_\_\_\_\_ (Please mention Management and Union Witness names, if applicable) were in this meeting as well.

As discussed, on \_\_\_\_\_ (DD/MM/YYYY - Date of Misconduct), \_\_\_\_\_ (provide a brief description of the misconduct that led to this discipline)

As further discussed, your conduct is not acceptable. You are expected to \_\_\_\_\_ (provide a brief description of expectations.)

This Second Written Warning follows the First Written Warning that was provided to you on \_\_\_\_\_ (DD/MM/YYYY - Date of First Written Warning). We ask that you immediately adjust your conduct to the standard required by the Division. If you fail to do so, you will face further discipline up to and including termination of employment.



If you have any questions, please ask me.  
Thank you for your attention to this matter.

Yours Sincerely,

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Supervisor's First and Last Name  
Supervisor's Position  
Supervisor's Location

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Employee's Signature  
(Confirming Receipt of Copy of this letter)

