[LETTERHEAD]

Month day, Year

Name of Employee

Address

City, State Zip Code

RE: Letter of Corrective Action: Oral Warning *or* Written Warning *or* Final Written Warning

Dear Mr./Ms. Employee:

This letter serves as notice that your performance has not been satisfactory for the reasons indicated below. Pursuant to TWU’s [Policy *or* University Regulations and Procedures Number and Title], [this oral warning, which has been memorialized *or* this written warning *or* this final written warning is] [due to your failure to *complete the misconduct*] *or* [for violation of *complete the misconduct*].

Specifically, your [oral warning *or* written warning *or* final written warning is] is due to the following:

* *Identify the policy violation.* 
  + *Briefly explain with some level of specificity the reason for this corrective action.*
* *Identify the policy violation.* 
  + *Briefly explain with some level of specificity the reason for the corrective action.*

As you are aware, you were also previously disciplined on Month day, Year, with [*identify any previous discipline or violation of policy]. In addition, you were disciplined on Month day, Year for [previous discipline or violation of policy]. Continue with each discipline the employee previously received*]*. Note: If this section is not applicable, it should be deleted.*

As a result of the above referenced [*violations or* *concerns or deficiencies or misconduct*], you are expected to take the following corrective measures, effective immediately, and for the duration of your employment, to address and remedy any and all [*violations or concerns or deficiencies or misconduct*]:

* *Identify the specific actions that must be taken to effectively address and correct the issues that form the basis of this corrective letter.*
* *Identify the specific actions that must be taken to effectively address and correct the issues that form the basis of this corrective letter.*

You are expected to correct the [*concerns or deficiencies or misconduct*] identified above, as well as continue to achieve and maintain an acceptable level of workplace performance and conduct, in compliance with all University Policies and University Regulations and Procedures, for the duration of your employment. Failure to correct the above mentioned [*concerns or deficiencies or misconduct*] or maintain compliance with all University Policies and University Regulations and Procedures will lead to further disciplinary action, including termination of employment.

You may respond to the [*Written Warning or Final Written Warning*] in writing, within ten (10) business days from the date of this letter, and that response will be placed in your personnel file.

Sincerely,

Name of Supervisor

Title of Supervisor

cc: Human Resources