

[Name]  
[Address]

Via [Hand Delivery OR Certified Mail No. \_\_\_\_\_]

Dear [Mr./Ms. Last Name]:

This letter shall serve as a formal written reprimand and is to confirm in writing our discussion of [date] concerning your unacceptable [performance and/or conduct] and to establish my expectations which I have outlined in a Corrective Action Plan to be commenced immediately. Further, you are hereby warned of additional disciplinary action if your [performance and/or conduct] does not improve. I have developed this corrective measure to assist you in bringing your work as a [classification] to an acceptable standard as defined in your enclosed Employee Performance Appraisal.

During the past [time period], your supervisor has shared with you concern about your [performance of the functions of your position and/or unacceptable conduct]. While I want to emphasize that some of the deficiencies would not constitute unsatisfactory performance when viewed singularly, the cumulative effect demonstrates your inability or unwillingness to conform to expected standards of work. I believe it is necessary to initiate this Corrective Action Plan to cause you to understand that not only are your deficiencies unacceptable, but also that we are at a point where such [substandard performance and/or unacceptable conduct] can no longer be tolerated. [Insert language describing the consequences of the employee's actions, or inactions.]

You have been verbally counseled on numerous occasions concerning your work [performance and/or conduct] and your supervisor, [name], has spent many hours explaining appropriate [classification/job] protocol and process. Additionally, you have attended [insert number of training sessions employee has attended] training sessions; however, even with these attempts you have still not met performance expectations. Nonetheless, despite management intervention and assistance from your coworkers in actually performing your work [if applicable], you have consistently failed to meet reasonable expectations. It is my sincere hope that this corrective measure will cause you to meet the full complement of performance expectations.

So you may understand why I believe your [performance and/or conduct] to be unsatisfactory and how this prevents or hinders this agency from meeting its objectives, I offer the following representative occurrences that demonstrate your failure to meet the agency's work expectations: *[Give SPECIFIC reasons for written warning – employee must be informed, with reasonable certainty and precision, of the cause of the action. Be sure to give examples of deficiencies i.e., who, what, when, where and how. Provide specific details including dates of previous disciplinary actions, unacceptable performance and/or conduct, management intervention, and the consequences to the agency/public.]*

# Sample Written Warning For Misconduct And Or Performance

**Robert R. Redfield**



## **Sample Written Warning For Misconduct And Or Performance:**

**Blackstone's Employment Law Practice 2011** John Bowers QC, Damian Brown, Simon Forshaw, Anthony Korn, Julia Palca, 2011-03 The essential work for employment practice is back with a brand new edition Blackstone's Employment Law Practice 2011 is the indispensable resource for employment practitioners providing all you need to advise clients confidently and to appear in tribunal It draws together key legislation procedural rules Codes of Practice and Practice Directions as well as in depth analysis of law and procedure in one convenient portable volume Providing comprehensive coverage of practice and procedure in the employment tribunal Employment Appeal Tribunal and Central Arbitration Committee Blackstone's Employment Law Practice 2011 includes specialist coverage of issues that frequently arise at tribunal such as calculation of costs application of TUPE and guidance on drafting of compromise agreements Alongside the latest developments in law and procedure and guidance on the key areas of substantive law the new edition also includes entirely rewritten chapters on equal pay and discrimination including extensive coverage of the changes brought about by the Equality Act 2010 Other features include All the material you need when preparing for and during a case in tribunal or court in one convenient portable volume Complete coverage of practice and procedure in the employment tribunal Employment Appeal Tribunal and Central Arbitration Committee as well as in employment issues in the High Court and Court of Appeal Eminent author team bring together consummate experience of every aspect of employment law and practice ensuring unrivalled quality and clear practical insight Includes specialist coverage of issues that frequently arise at tribunal such as calculation of costs taxation application of TUPE and guidance on drafting of compromise agreements Clear page design and wider range of flow charts and procedural checklists enable quick access to essential information Updated annually the 2010 edition has been extensively revised to contain full coverage of all recent developments Wide range of flowcharts and procedural checklists provide immediate clarification of complex procedural issues Quick reference guides to the book organized by procedure and by substantive law Precedent agreements supporting cases from the tribunal to the civil courts Information on practice and procedure in Scotland by Brian Napier QC Appendices provide current and historical financial data

**Cases and Materials on Employment Law** Gwyneth Pitt, 2008 This casebook collects the most important decisions and other materials in employment law together Designed to be used in conjunction with any employment law textbook it contains extracts from over 200 British and EC cases together with British and European legislative provisions and excerpts from Reports Command Papers and other sources

**Leadership and Management: Theory and Practice** Kris Cole, 2018-09-01 Leadership Management Theory Practice by Kris Cole focuses on comprehensive coverage of the core management units within the Diploma of Leadership and Management BSB51915 and Certificate IV in Leadership and Management BSB42015 This market leading textbook provides students with rigorous information while balancing the key topics with a practical approach through real life case studies examples and problem solving techniques It uses everyday business terms and

language putting management in a context that makes it easy to understand for all types of learners Leadership Management Theory Practice enables students to strengthen skills in areas such as managing poor performance being more directive and solving problems permanently It is noted for its application across industry sectors and different types of business

Blackstone's Statutes on Employment Law 2006-2007 Richard Kidner, 2006 Designed specifically for UK students Blackstone's Statutes lead the market in providing a carefully selected regularly updated and well sourced collection of legislation for the core subjects and major options offered on the law syllabus **Deakin and Morris' Labour Law** Zoe Adams, Catherine Barnard, Simon Deakin, Sarah Fraser Butlin, 2021-07-15 Deakin and Morris Labour Law a work cited as authoritative in the higher appellate courts of several jurisdictions provides a comprehensive analysis of current British labour law which explains the role of different legal and extra legal sources in its evolution including collective bargaining international labour standards and human rights The new edition while following the broad pattern of previous ones highlights important new developments in the content of the law and in its wider social economic and policy context Thus the consequences of Brexit are considered along with the emerging effects of the Covid 19 crisis the increasing digitisation of work and the implications for policy of debates over the role of the law in constituting and regulating the labour market The book examines in detail the law governing individual employment relations with chapters covering the definition of the employment relationship the sources and regulation of terms and conditions of employment discipline and termination of employment and equality of treatment This is followed by an analysis of the elements of collective labour law including the forms of collective organisation freedom of association employee representation internal trade union government and the law relating to industrial action The seventh edition of Deakin and Morris Labour Law is an essential text for students of law and of disciplines related to management and industrial relations for barristers and solicitors working in the field of labour law and for all those with a serious interest in the subject This title is included in Bloomsbury Professional's Employment Law online service **Introduction to Human Resource Management in Tourism and Hospitality Industry (UUM Press)**

Rozila Ahmad, Nurhazani Mohd Shariff, 2019-01-01 Introduction to Human Resource Management in Tourism and Hospitality Industry is written for the reference of students taking courses related to human resource management in tourism and hospitality industry This book contains some information of tourism and hospitality industry in Malaysia Included in this book is information regarding industrial relations in Malaysia which applies Malaysian laws as some of the international laws are not applicable in Malaysia This book applies new theories and information from a new source of reference to help students gain a new perspective on human resource management in the tourism and hospitality industry The scope of the content is comprised of the overview of human resource management in tourism and hospitality industry recruitment and selection motivation training and development performance appraisal reward organization communication employee relations and labour relations leadership international HRM and the future of HRM in the tourism and hospitality industry **Resourcing**

**and Talent Management** Stephen Taylor, 2018-11-03 Resourcing and Talent Management provides broad and accessible coverage of key topics such as employment markets flexibility fairness diversity human resource planning recruitment employer branding retention and retirement Including in depth discussion of dismissals and redundancy this textbook is the essential companion for the CIPD Level 7 Advanced Resourcing and Talent Management module This fully updated 7th edition of Resourcing and Talent Management includes new information on social media and e recruitment additional discussion of flexible working and a brand new chapter on global resourcing Including new international examples and case studies throughout this is essential reading for all students studying a resourcing recruitment selection or talent management module on HR or business masters degree Online supporting resources for lecturers include an instructor s manual lecture slides and access to key articles to support the activity boxes in the book There are also additional web links to support further reading

*Employee Dismissal Law and Practice, 7th Edition* Perritt, 2019-12-17 Whether your case involves a public or private sector job a downsizing or termination for cause violation of employer policies failure to keep a specific promise adverse action for claiming employee rights or whistle blowing *Employee Dismissal Law and Practice* provides the guidance you need in this rapidly evolving area of employment law Providing in depth analysis of the common law and statutory wrongful dismissal doctrines as well as practical guidance on all aspects of employee dismissal litigation from complaints through jury instructions *Employee Dismissal Law and Practice Online* is an invaluable resource for evaluating and litigating a wrongful discharge case *Employee Dismissal Law and Practice* brings you up to date on the latest cases statutes and developments including New case law for Illinois Iowa Pennsylvania South Dakota Washington and West Virginia New section on discrimination based on immigration status New reference for state qui tam suits New case law on specific enumeration of disciplinary causes or steps giving rise to inference of employment security New case law on disclaimers New case law on identifying sources of public policy clearly New case law on constitutional provisions satisfying the clarity element of a public policy tort New case law on jeopardy to public policy when statutory remedies exist New case law on jeopardy to public policy when the contract protects employees Extensive analysis of the Supreme Court s *Epic Systems* decision and its implications for employee class actions New analysis of notice pleading requirements in employment cases New case law on whistleblower protection of shareholder employees New case law on the scope of public sector whistleblower protections New case law on the availability of non economic damages in statutory whistleblower cases New chapter on settlement negotiations with a computer program to estimate the best alternative to a negotiated agreement or reservation price

*BTEC First Business* Diane Canwell, Jon Sutherland, 2005 *BTEC First Business* is designed to specifically meet the requirements of the Edexcel qualification by offering students and centres coverage of the core units and specialist units Packed with well structured activities and case studies this book enables students to apply theoretical principles to real life business situations

**Armstrong's Handbook of Human Resource Management Practice**

Michael Armstrong, Stephen Taylor, 2020-01-03 Armstrong's Handbook of Human Resource Management Practice is the bestselling and definitive resource for HRM students and professionals which helps readers to understand and implement HR in relation to the needs of the business. This book covers in depth all of the areas essential to the HR function such as employment law, employee relations, learning and development, performance management and reward, as well as the HR skills needed to ensure professional success including leadership, managing conflict, interviewing and using statistics. Illustrated throughout in full colour and with a range of pedagogical features to consolidate learning, e.g. source review boxes, key learning points, summaries and case studies from international organizations such as IBM, HSBC and Johnson and Johnson, this fully updated 15th edition includes new chapters on the HRM role of line managers, evidence-based HRM, e-HRM and the gender pay gap, further case studies and updated content covering the latest research and developments. Armstrong's Handbook of Human Resource Management Practice is aligned with the Chartered Institute of Personnel and Development (CIPD) profession map and standards and is suited to both professionals and students of both undergraduate degrees and the CIPD's level 5 and 7 professional qualifications. Online supporting resources include comprehensive handbooks for lecturers and students, lecture slides, all figures and tables, toolkits and a literature review, glossary and bibliography.

**Introducing Human Resource Management** Margaret Foot, Caroline Hook, 2005 An excellent introduction to the subject. I have not found a comparable text at this level. Ron Fisher, Manchester Metropolitan University Up to date and pitched at exactly the right level, clear, interesting, well structured and easy to follow. Norma D Annunzio, Green Napier University Introducing Human Resource Management presents all the core HRM topics in a clear and lively style, exploring the latest developments in areas such as employment law and strategic HR, as well as current applications of HR practice in the workplace. Including a wide range of activities, exercises, case studies and real life examples, this book really involves the reader, helping you gain a good understanding of the theory and of how it applies in practice. This edition includes a thorough update on equality legislation. A new 'What next?' feature to point you in the right direction if you want to deepen your knowledge of a topic. 'Did you know?' and 'Pause for thought' boxes to get you thinking. Review and self-check questions with answers to test your understanding. A wealth of extra activities, quizzes and multiple choice tests online to help you to check your knowledge and revise. This book is ideal for a first course in human resource or personnel management at undergraduate or professional level, including courses that lead to a CIPD qualification. Margaret Foot and Caroline Hook have extensive work experience in the field of HRM. They are both Senior Lecturers in Human Resource Management at Huddersfield University Business School and are founding members of the CIPD Huddersfield Geographical Group.

**Leading and Inspiring Teams** Andrew Thomas, 2003 For those studying for Registered Manager Award NVQ 4, in depth coverage of units RG6, HSCL4, U9 C10 and C13.

**Gower Handbook of People in Project Management** Lindsay Scott, 2016-04-22 Modern projects are all about one group of people delivering benefits to others, so it's no surprise that the human element is fundamental to project

management The Gower Handbook of People in Project Management is a complete guide to the human dimensions involved in projects The book is a unique and rich compilation of over 60 chapters about project management roles and the people who sponsor manage deliver work in or are otherwise important to project success It looks at the people issues that are specific to different sectors of organization public private and third sector the organization of people in projects both real and virtual the relationship between people their roles and the project environment and the human behaviours and skills associated with working collaboratively Thus this comprehensive and innovative handbook discusses all the important topics associated with employing developing and managing people for successful projects The contributors have been drawn from around the world and include experts ranging from practising managers to academics and advanced researchers The Handbook is divided into six parts which begin with management and project organization and progress through to more advanced and emerging practices It benefits hugely from Lindsay Scott s expert knowledge and experience in this field and from Dennis Lock s contributions and meticulous editing to ensure that the text and illustrations are always lucid and informative

**Employment & Labour Law** Siân Keall,2012 The 3rd edition takes into account the extensive changes made by the Companies Act 2006 This is an indispensable text for law students covering all the essential areas of company law in a clear and logical format

*Managing People in Sport Organizations* Tracy Taylor,Alison Doherty,Peter McGraw,2015-01-09 Managing People in Sport Organizations provides a comprehensive overview of the theory and practice of managing people within a strategic framework This revised and updated second edition examines a range of strategic human resource management approaches that can be used by sport organizations to respond to contemporary challenges and to develop a sustainable performance culture Drawing on well established conceptual frameworks and current empirical research the book systematically covers every key area of HRM theory and practice including recruitment training and development performance management and appraisal motivation and reward organizational culture employee relations diversity managing change This new edition also includes expanded coverage of social media volunteers and individuals within organizations and is supported with a new companion website carrying additional resources for students and instructors including PowerPoint slides exam questions and useful web links No other book offers such an up to date introduction to core concepts and key professional skills in HRM in sport and therefore Managing People in Sport Organizations is essential reading for any sport management student or any HR professional working in sport

*PHR Exam Study Guide 2025-2026* Brielle Morgan,2025-09-09 Are you ready to transform your HR career and pass the PHR exam with confidence on your first attempt The PHR certification isn t just another test it s a major career milestone that demands comprehensive preparation and strategic focus The PHR Exam Study Guide 2025 2026 is your ultimate companion designed to simplify your study process sharpen your test taking skills and maximize your chances of success Inside this all in one guide you ll find everything you need to master the latest PHR exam content Whether you re a first time test taker or returning to sharpen your credentials

this guide delivers crystal clear explanations real world HR examples and up to date exam strategies tailored for 2025 2026 We break down every domain with easy to follow lessons covering Business Management Talent Planning Learning Development Total Rewards Employee Labor Relations and HR Operations What truly sets this book apart 4 Full Length Practice Tests Timed simulations with 500 realistic questions to build your confidence Detailed Answer Explanations Understand the why behind every correct answer Complete Content Review Covers every section of the official HRCI PHR Content Outline in simple language Proven Exam Strategies Learn time management elimination tactics and smart guessing techniques from HR exam experts Final Day Crash Course Tools Quick memory boosters high yield checklists and more to optimize your last minute prep Unlike other generic guides this book is written with one mission to make PHR exam prep less stressful and far more effective You ll discover actionable insights practical test tips and comprehensive HR knowledge to not only pass the exam but excel in your HR career Don t leave your PHR success up to chance Take control of your preparation and join thousands of HR professionals who have turned their study time into certification success Get your copy of the PHR Exam Study Guide 2025 2026 today pass with confidence and advance your HR career **Strategic Practice**

**Management** Robert M. Traynor, Brian Taylor, 2025-03-04 Strategic Practice Management Business Considerations for Audiologists and Other Healthcare Professionals Fourth Edition provides solid knowledge and methodology for clinical practice management With step by step direction for professional success within a leadership framework this text examines virtually all facets of the management of an audiology practice and provides readers with the tools to assess and improve their skills as an effective manager With contributions from 20 experts in their fields including 13 authors new to this edition this resource thoroughly considers the many implications of running a business in audiology and expanding the skills necessary to be a better strategic manager Comprehensively updated the fourth edition contains 12 new chapters including the new topics of human resources in the audiology practice essential business principles for audiologists as clinical managers effective incorporation of assistants in audiology practice forensic audiology and buying and selling audiology practices Dr Robert Traynor joined by new co editor Dr Brian Taylor has extensively revised and updated the fourth edition based on the current climate of audiological practice making it an essential resource for courses in practice management and clinicians managing their clinics as well as any health care practitioner considering a startup venture purchasing an ongoing practice reinventing their current practice or for those interested in sharpening their clinical service delivery model in the current competitive arena New to the Fourth Edition NEW co editor Brian Taylor QR codes to related resources throughout the text 13 NEW contributing authors Aryn M Amlani Dennis A Colucci Alexander Evertz Nick Fitzgerald James W Hall Nichole Kingham Sarah Laughlin Kevin M Liebe Scott Myatt Michael D Page Brandon T Pauley and Michael Valente 12 NEW chapters Chapter 2 Legal Considerations in Practice Management Chapter 5 Analysis of the Audiology Practice Chapter 6 Human Resources in the Audiology Practice Chapter 7 Essential Business Principles for Audiologists as Clinical Managers



Chapter 10 The Effective Incorporation of Assistants in Audiology Practice Chapter 13 Fundamentals of Pricing Services and Products Chapter 19 The Hearing Industry Navigating Vendor Relationships Chapter 21 Application of Teleaudiology in Practice Management Chapter 22 Forensic Audiology Chapter 23 Ethics The Risks We May Not See Chapter 24 Administering a Medical School Audiology Practice A Career Retrospective Chapter 25 Buying and Selling Audiology Practices

*Aspinall's Complete Textbook of Veterinary Nursing E-Book* Nicola Lakeman (Previously Ackerman), Victoria Aspinall, 2016-05-31 The third edition of Aspinall's Complete Textbook of Veterinary Nursing is the ideal text for both student and qualified veterinary nurses as it covers the entire veterinary nursing syllabus Now written in the main by veterinary nurses this book comprehensively covers all aspects of the veterinary nursing role from client communication to nutritional support All chapters have been revised in line with changes in legislation and regulation but also theoretical and practical aspects Greater emphasis on the veterinary practice structure including the role of corporate businesses and use of social media bring this edition fully up to date The new edition welcomes Nicola Ackerman as principal editor Nicola is past officer of the BVNA and past executive editor of the Veterinary Nursing Journal Nicola is a winner of several awards including the Blue Cross BVNA Veterinary Nurse of the Year and the Barbara Cooper CAW Professional Development Award for outstanding service to the veterinary nursing profession Nicola was the first Veterinary Nurse in the UK to become a veterinary nurse specialist in nutrition Evolve Resources containing Self assessment questions for every chapter to test learning Image Bank of over 700 figures Additional chapters Comprehensive content ideal for both student and qualified veterinary nurses Over 700 full colour illustrations for enhanced understanding Written by veterinary nurses for veterinary nurses Recommended reading given for each chapter to aid further research New chapters on Emergency Critical care Fluid therapy Practice and Staff management and Consulting skills Anaesthesia and Analgesia chapter fully revised and updated New chapter on Equine Behaviour and Handling including recognition of pain in equines

**Employment 2006**, 2006-11 This handbook contains up to date information on UK legislation common law equity and codes of practice along with other sources such as DTI Inland Revenue manuals and guides References to these are included where necessary within each paragraph for ease of access

**The Employer's Handbook 2011-12** Barry Cushway, 2011-08-03 Now in its eighth edition The Employer's Handbook has established itself as a source of reliable and unambiguous advice for small and medium sized employers The book is a comprehensive source of hands on advice on the increasingly complex legal framework now governing UK employment law Presented in plain English it includes guidelines on age discrimination legislation and the latest employment tribunal forms It also provides access to free legal updates and downloadable templates forms and policy documents for dealing with key employment issues including recruiting staff writing contracts performance management maternity paternity rights data protection terminating employment and working with trade unions Fully updated for this 2011 edition The Employer's Handbook clearly identifies the legal essentials and best practice guidelines for effective people

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