



DATE: [Date]
TO: [Employee Name, Title]
FROM: [Manager Name, Manager Title]
RE: Written Warning

This Written Warning is being issued for [state nature of warning]

Incidents Resulting in This Disciplinary Action
 [Describe Incident]

Relevant Previous Active Disciplinary Actions

Coaching on [Date(s)]
 Verbal Warning on [Date]

Required Corrections to [Performance/Behavior/Attendance]
 [Describe required actions]

Appeal Rights

Should you wish to appeal this decision, you have the right to resolve this matter in accordance with the University of Nebraska Omaha’s *Non-Academic Grievance Procedures*.

Supervisor’s Signature _____ **Date:** _____

Employee Acknowledgement

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the disciplinary action taken.

Employee’s Signature: _____ **Date:** _____

cc: [Upper Manager Name & Title, if applicable]
 Human Resources
 Department Personnel File