**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: WRITTEN WARNING**

Dear INSERT NAME:

This is a follow up to our meeting which occurred on INSERT DATE OF WEEK, INSERT DATE at INSERT TIME. The meeting was an Article 12.2 Written Warning meeting. The following were in attendance: 1) INSERT NAME, 2) INSERT NAME, 3) INSERT NAME, and 4) INSERT NAME.

The following INSERT TYPE OF ISSUE(S) were discussed:

INSERT NARRATIVE (INCLUDE HOW AND WHAT EXPECTATIONS WERE NOT MET)

INSERT EXPECTATIONS MOVING FORWARD

On INSERT DATE, an attempt was made to informally resolve the matter. Additionally, on INSERT DATE, a Verbal Counseling was issued.

Pursuant to Article 12.2 of the YSU/OEA collective bargaining agreement, we are at the Written Warning step of the correct action process and you are being issued a Written Warning for INSERT NATURE OF OFFENSE.

A copy of this email will not be placed in your personnel file.

Any further issues may result in progressive discipline. We hope that the Article 12.2 Written Warning will suffice and the issues identified are addressed

and resolved.

Sincerely:

SUPERVISOR NAME AND TITLE

cc: Cynthia Kravitz, Chief Human Resources Officer

 Kevin Kralj, Director Labor and Employee Relations

 Applicable Dean

Provost

DFR

 INSERT NAME, OEA President

 INSERT NAME, OEA Representative

 Ghia Burzynski, Human Resources Office Administrator