**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: WRITTEN WARNING (NOTICE OF PERSONAL CONFERENCE)**

Dear INSERT NAME:

I would like to meet with you to follow up on our previous discussion and our INSERT DATE meeting, which was an Article 12.2 Verbal Counseling meeting. Additionally, we previously met on INSERT DATE in an attempt to achieve an informal resolution.

The charges are as follows:

INSERT NARRATIVE

The personal conference will be held on INSERT DAY OF WEEK, INSERT DATE at INSERT TIME. The meeting will be conducted in INSERT LOCATION (or virtually. An invite for the virtual meeting will be sent).

Pursuant to Article 12.2 of the collective bargaining agreement between YSU and OEA, this will be a Written Warning meeting. In pertinent part, Article 12.2 provides: “A written warning will be followed up with a written summary of the investigation and counseling which will include specific actions to be taken and a timeline for achieving correction of the problem(s)”

You may request the presence of an Association representative for the personal conference. Please provide the name, if any, of who will be accompanying you at the meeting, as far in advance as possible and prior to the meeting. It is your responsibility to notify them that you desire their presence at the meeting.

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