**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: Informal Verbal Warning/ACE**

Dear EMPLOYEE NAME,

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

The following INSERT TYPE OF ISSUE issues discussed:

INSERT NARRATIVE

INSERT EXPECTATIONS MOVING FORWARD

Pursuant to Article 7.2 of the YSU/ACE collective bargaining agreement, you are being issued an informal verbal warning for INSERT NATURE OF OFFENSE.

This correspondence documents the INSERT TYPE OF ISSUE and serves as the informal verbal warning.  A copy will not be placed in your personnel file unless connected to subsequent progressive discipline.

Any further related issues may result in progressive discipline.  I hope that this informal verbal warning will suffice to resolve this issue.

Sincerely:

SUPERVISOR NAME AND TITLE

cc: Cynthia Kravitz, Chief Human Resources Officer

Kevin Kralj, Director Labor & Employee Relations

DEPARTMENT HEAD

INSERT NAME, ACE President

INSERT NAME, ACE Secretary and Grievance Chair

Ghia Burzynski, Human Resources Office Administrator