

***Sample Letter – Written Warning  
(Association Manager)***



Date

Employee Name

Title

Address

Dear Employee Name:

This written warning is being issued due to (state reason for discipline).

On (date) you (state reason discipline is being issued). This is unacceptable because (state reason that behavior/performance, etc., is unacceptable).

In the future, we expect that you will (state expectation for correcting the problem).

Failure to show immediate and sustained improvement in behavior or performance may result in further discipline, up to and including termination.

If you have any questions about this warning, please don't hesitate to talk with us.

Sincerely,

Columbia USBC Executive Committee

President

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President