- **Print document on letterhead; original signed copy to employee.**
- **Delete this information so it does not appear on document.**

Dear :

depends on its employees to perform their jobs in an up to standard manner. Up to standard performance includes obeying the general rules, policies and procedures of the department and the University of Minnesota.

On , you were . .

Based upon my investigation, you are hereby given this letter to serve as a Written Warning. It is expected that you perform up to standards. One of our standards is that you do not . Please be aware that future violations of departmental or University of Minnesota policies and procedures may result in further discipline, up to and including termination.

Sincerely,

cc:
U-Services HR File
Central HR File