



If not hand delivered, mailed via
First-class mail:
Priority tracking #:

DATE: Month Day, Year

SUBJECT: Letter of Warning

TO: Name EIN: 10000001
Post Office Position title
City, State

Home Address Home Street Address
Of Record: City, State, Zip

Dear Name of Employee:

This official Letter of Warning is being issued to you for the following reason:

Charge: Improper Conduct

Specification: Failure to Follow Instructions

On this date, you....(State what they did or said that was improper in this paragraph. Give examples of specific actions and/or statements).

An investigative interview was conducted with you on this date. Union rep's name, your union representative, was in attendance. The purpose of this interview was to question you about the incident on this date and to provide you a chance to explain your side of the story. When I asked you about specifics of a question, you said that give their response (you can repeat this sentence as many times as is necessary).

During this interview, you did not provide any information that would adequately explain your behavior or that would prevent this discipline from being issued to you.

You are a give their position title assigned to the give their assigned work office. Your Postal career began on give their on duty date, which means that you have more than how many years of Postal tenure. You do/do not qualify for Veteran's Preference.

Your actions are in violation of the following sections of the **Employee and Labor Relations Manual (ELM)**: (take out/add what applies)

§665.13 Discharge of Duties

Employees are expected to discharge their assigned duties conscientiously and effectively.

§665.15 Obedience to Orders

Employees must obey the instructions of their supervisors. If an employee has reason to question the propriety of a supervisor's order, the individual must nevertheless carry out the order and may immediately file a protest in writing to the official in charge of the installation or may appeal through official channels.



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§665.16 Behavior and Personal Habits

Employees are expected to conduct themselves during and outside of working hours in a manner that reflects favorably upon the Postal Service. Although it is not the policy of the Postal Service to interfere with the private lives of employees, it does require that postal employees be honest, reliable, trustworthy, courteous, and of good character and reputation.

§665.24 Violent and/or Threatening Behavior

The Postal Service is committed to the principle that all employees have a basic right to a safe and humane working environment. In order to ensure this right, it is the unequivocal policy of the Postal Service that there must be no tolerance of violence or threats of violence by anyone at any level of the Postal Service. Similarly, there must be no tolerance of harassment, intimidation, threats, or bullying by anyone at any level. Violation of this policy may result in disciplinary action, including removal from the Postal Service.

In addition, the following live element of your past record has been considered in arriving at this decision: **List discipline date, level, type**

This action is taken to impress upon you that you must correct your work deficiencies and demonstrate adherence to Postal regulations.

This letter will also serve as notice to you that the Employee Assistance Program is available to you 24 hours a day at 1-800-EAP-4YOU (1-800-327-4968), and if there is anything that I can do to assist you, please contact me as soon as possible.

You have a right to file a grievance under the Grievance/Arbitration procedure set forth in Article 15 of the National Agreement within fourteen (14) days of your receipt of this notice.

Name of issuing manager **Date**
Title

Employee's name **Date**
(Signature indicates
Receipt only)