[**REPRINT ON DISTRICT LETTERHEAD**]   
**BRICS FORMAT**

**(THIS DOCUMENT IS FOR EXEMPLARY PURPOSES ONLY. SHOULD YOU NEED TO DRAFT A   
LETTER OF WARNING IT SHOULD BE DRAFTED TO MEET YOUR SPECIFIC NEEDS.)**

[DATE]

[NAME]   
[ADDRESS]

Re: Letter of Warning

Dear [EMPLOYEE NAME]:

[**Background**] On April 15, 2020, you did not complete your monthly payroll report in a timely manner. I emailed you and April 1, and reminded you that the report was due by April 15, and that it is important that it be completed on time so that it could be included in our audit. You responded that you had the deadline calendared. On April 16, I followed up and asked for the report, which I did not receive on April 15. You responded that it was almost complete and I would have it within the hour. I did not receive the report from you until April 18. Further, the report was incomplete, as it did not include the sick leave balances. (Emails attached.)

[**Rule**] Your conduct violated previous directives I have given to you. Specifically, you were reminded in January, February and March of the due dates and importance of the report. (Emails attached.) Your job description includes the completion of payroll reports. (Job Description attached.)

[**Importance**] These reports are critical. We require them for the auditors. In addition, we review the reports monthly in order to determine if payroll errors are present in order to correct them in a timely manner. When you do not complete reports on time, additional burden is placed on your coworkers to complete the report. Also, we are not able to correct payroll errors prior to checks being processed.

[**Corrective Action**] Effective immediately, you are directed to complete your monthly payroll report by the 15th of each month. In months when the 15th falls on the weekend, the report is due on the first work day following the weekend.

Your failure to comply with these directives will result in further discipline up to and including dismissal. Please contact me directly if you have any questions regarding this letter.

**[Statement of rights.]** This letter, and the enclosures, will not be placed in your personnel file, but will be attached to any future disciplinary documents related to this matter. You may request a meeting with me if you have any questions regarding this letter. [Faculty Contract requires a formal meeting to present this letter, and written warnings are placed in the personnel file per Article 46. Include the following: Ifyou wish to write a response to this letter, you may do so within ten (10) calendar days, and it will be attached to this letter and also placed in your personnel file.]

Sincerely,

[Name]   
[Title]

Enclosures: Exhibits A -\_\_\_\_

cc: Personnel File (if applicable)

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