

SAMPLE LETTER N:
WRITTEN WARNING
POOR WORK PERFORMANCE

Applies to: PROFESSIONAL/ADMINISTRATIVE EMPLOYEES

M E M O R A N D U M

To: Chad D. McNamara
 Research Assistant I Health Science
 Emp I.D. # 0000.0010
 DOH-August 5, 20XX

From: Mary Beth Schnitzer, Ph.D.
 Research Investigator

Date: February 17, 20XX

Subject: Work Performance

(History) Chad, your responsibilities in the laboratory include ordering supplies, and maintaining cell culture lines. We have had several discussions over the past few months about determining what supplies need to be ordered as well as your timeliness in placing the orders. You agreed that you would establish more frequent inventory cycles to determine what supplies were low and be more diligent in placing orders at the beginning of the week. While inventory levels have improved somewhat since we talked, it is a result of my continual reminders. However, improvement is still needed in placing supply orders timely. More specifically, on March 4, 20XX, there was a delay in starting Phase II of our project because you did not place the special order for flasks and pipettes. Consequently, we did not have enough equipment to begin our work. As you know, time is of the essence. This delay could have easily been avoided.

(Problems)

In addition, I was concerned that your cells do not appear to be growing. You confirmed that they are not and that you did not follow the instructions outlined in the protocol for growing the cells. As a result, they are now contaminated and cannot be used. We have lost valuable time as well as lab resources.

(Action & Consequenc
e)

Given the continuance of performance issues, I am giving you a written warning. Your performance must improve immediately or further disciplinary action, up to and including discharge, will result. You are encouraged to focus more attention on the accuracy of your work to avoid unnecessary delays and errors on orders, and to review the protocol for maintaining cell lines regularly to ensure the growth of these cells.

(Expectations)

I requested that you develop a checklist for ordering supplies and look forward to seeing your first draft when we meet on Monday. I will continue to monitor your work and give you feedback as needed.

Cc: Department File
 Human Resources File

