Template
Advance Notice of Disciplinary Action

TO: *First and Last Name of Employee*
Job Title

FROM: *First and Last Name of Supervisor*
Job Title

DATE: *Date must be same date that the employee receives notice*

SUBJECT: Advance Notice of Disciplinary Action

This is your advance notice of a disciplinary action to be taken for <***Standards of Conduct offense or behavior***>.

<***Describe any relevant conversations with the employee regarding the offense or behavior, including other documented conversations with the employee, training, or other evidence showing that the employee was aware of expectations, etc. Include all active disciplinary actions including verbal and written counseling, and list them with a brief summary***.>

<***Include details on what occurred since counseling or disciplinary actions, relevant performance expectations that were not met and explain what is unacceptable about the employee's conduct or performance***>.

In accordance with The Department of Human Resource Management (DHRM) Policy 1.60, *Standards of Conduct*, it is my intention to issue you a <***Group I, II or III Level***> Written Notice for <***Standards of Conduct offense or behavior referenced in first paragraph***>.

<***Employees are provided an opportunity to respond to the charges. Generally 48 hours is provided to allow them to provide a written or verbal response. The employee is encouraged to respond in writing***.>

You are provided an opportunity to respond to these charges. If you choose to respond, you may do so either verbally by contacting me at < ***provide your phone number***> or in writing. I must receive your response no later than 4:00 p.m. on < **specific date** >. Upon receipt of your response it will be thoroughly reviewed; however, if the disciplinary action is not revised you will be issued a < ***Group I, II, or III referenced above***> Written Notice for < ***Standards of Conduct offense or behavior referenced in first paragraph***>.

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Supervisor's Name/Date ***Employee's Name/Date***

Note: Always print this document on either W&M or Department Letterhead