



UNIVERSITY OF GUAM UNIBETSEDÁT GUAHAN

UOG Station, Mangilao, Guam 96923

“FOR CLASSIFIED SERVICE EMPLOYEES”

Date: _____

MEMORANDUM

TO : _____
(Employee's Name)

FROM : _____
(Supervisor's Title)

SUBJECT : **Letter of Warning**

This memorandum will serve both as a confirmation of our discussion on the matters below that took place in my office on _____ and as a warning regarding _____
(Date) (Nature of Offense)

on the following dates/times:

(Date of Discussion)

(Cite the specific incident in regards to)

(Date of Discussion)

(Cite the specific incident in regards to)

(Date of Discussion)

(Cite the specific incident in regards to)

This cautionary warning is also based upon the following:

1. _____
(State time and date of incident/issue)

2. _____
(Describe the incident/issue in sufficient detail to allow for ready interpretation by other party(ies))

3. _____
(Cite how the incident/issue interferes with the work environment and operations, employee performance, or the safety and well-being of other employees)

Your actions in this matter constitute a violation of the following policy(ies) of the University which state(s): (Please check with Human Resources Office for specific Personnel Rules and Policy(ies) or attach a copy of the Departmental, Administrative Manual or Safety and Disaster Manual Policy)

You are strongly advised to heed this warning, resolve to change your behavior, and improve your performance. In order to avoid further disciplinary measures, it is recommended that you:

Your performance will be reviewed until _____ for progress and improvement.
(Cite a time limitation)

If you fail to change or improve, there may be no alternative but to consider more stringent disciplinary measures, including possible termination. Please be advised that this memorandum will be made a part of your **Official Personnel File**.

You should employ this incident and the corrective actions as a means to improve and become a valued employee of the University of Guam. Should you have any questions in this matter, please feel free to contact me for further discussion.

(Supervisor's Signature)

ACKNOWLEDGED:

(Employee's Signature)

(Date)

cc: Employee's Personnel File