

Ch 10: Written Warning

[Your Law Firm's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Re: Formal Written Warning

I hope this letter finds you well. We wish to address certain concerns regarding your performance and conduct within [Law Firm Name]. As part of our commitment to providing a fair and supportive work environment, we consider it essential to bring these matters to your attention and work together to resolve them.

1. Performance Issues:

Over the past [timeframe], we have observed consistent concerns regarding your performance. Specifically, we have noticed [briefly outline the performance issues and specific instances if applicable, e.g., missed deadlines, errors in client documents, or insufficient client communication].

2. Expectations:

As an employee of [Law Firm Name], we have outlined our performance expectations in detail. It is imperative that you meet these expectations to ensure the successful operation of our firm. Your performance should consistently align with the standards set forth in your job description and the firm's policies.

3. Consequences:

In light of the aforementioned performance concerns, we are issuing this formal written warning as a clear indicator of the seriousness of the situation. Failure to meet our performance expectations or to address the issues raised in this letter promptly may result in further disciplinary actions, up to and including termination of employment.

4. Next Steps:

We genuinely believe that you have the potential to improve your performance and make the necessary adjustments. To facilitate this process, we recommend the following steps:

- [Outline any specific actions or improvements expected from the employee].

[Provide resources or training opportunities if applicable].

5. Acknowledgment:

We kindly request that you acknowledge receipt of this written warning by signing and returning the enclosed copy within [number of days, e.g., seven (7) days] from the date of this letter. Your signature signifies your understanding of the contents of this warning.

Please be aware that this warning will be placed in your personnel file for future reference. It is our sincere hope that this formal written warning serves as a catalyst for improvement and a renewed commitment to your role within our firm.

Should you have any questions or require clarification regarding this warning, please do not hesitate to reach out to [Supervisor's Name] or the Human Resources department.

We appreciate your attention to this matter and your continued dedication to [Law Firm Name].

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]

[Contact Information]

Enclosure: Formal Written Warning Acknowledgment Form

[Form for Employee Acknowledgment]

I, [Employee's Name], have received and read the formal written warning dated [Date] issued by [Your Name], [Your Title], on behalf of [Law Firm Name]. I understand the contents of the warning and the consequences outlined therein.

[Employee's Signature]

[Law Firm Name]

[Date]