**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: Informal Verbal Warning/ACE**

Dear EMPLOYEE NAME,

This is a follow up to our meeting which occurred on INSERT DAY OF WEEK (INSERT DATE) at INSERT TIME.  The following were in attendance: 1) INSERT NAME, 2) INSERT NAME, 3) INSERT NAME, and 4) INSERT NAME.

The following INSERT TYPE OF ISSUE issues discussed:

INSERT NARRATIVE

INSERT EXPECTATIONS MOVING FORWARD

Pursuant to Article 7.2 of the YSU/ACE collective bargaining agreement, you are being issued an informal verbal warning for INSERT NATURE OF OFFENSE.

This correspondence documents the INSERT TYPE OF ISSUE and serves as the informal verbal warning.  A copy will not be placed in your personnel file unless connected to subsequent progressive discipline.

Any further related issues may result in progressive discipline.  I hope that this informal verbal warning will suffice to resolve this issue.

A copy of this email will not be placed in your personnel file. I will maintain an electronic copy of the email.

Sincerely:

SUPERVISOR NAME AND TITLE

cc: INSERT NAME, Chief Human Resources Officer

 INSERT NAME, Director Labor & Employee Relations

INSERT NAME, DEPARTMENT HEAD

 INSERT NAME, ACE President

 INSERT NAME, ACE Secretary and Grievance Chair