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Your Law Firm Name Goes Here

Any City, Any Town, Any State

WARNING NOTICE

June 22, 2004

To: [EMPLOYEE'S NAME]

Dear [EMPLOYEE'S NAME]:

On _____, 20____, at _____, we met to discuss your unsatisfactory performance. Specifically, we identified the following as being unsatisfactory:

In order to improve your performance, you should:

I will assist you in any way I can to remedy the problem; however, unless these matters can be corrected, I shall have no alternative but to undertake further disciplinary or corrective action, which may include suspension.

Sincerely,

[NAME OF COMPANY]

[SUPERVISOR NAME]

[TITLE]

I hereby acknowledge receipt of this warning:

[EMPLOYEE'S NAME]

cc: Personal File