

DATE:

TO:

FROM:

RE:

Nature of Disciplinary Action

Relevant Past Occurrences or Active Disciplinary Actions

Incidents Resulting in This Disciplinary Action

Required Corrections to Performance (including Management Responsibilities)

Timeline for Corrections and Consequences of Not Making Required Corrections

Period of Time for which Disciplinary Action will be Active

Appeal Rights

Please be advised that under the University of North Carolina SHRA Grievance Policy, written warnings are not appealable through the UNC grievance procedures. A copy of the University of North Carolina SHRA Grievance Policy is attached. If you have questions about your appeal rights, please contact Human Resources Director for Employee Relations & Talent Management.

Supervisor's Signature

Supervisor's Signature: _____ Date: _____

Print Name/Title: _____

Employee Acknowledgement

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken but is an acknowledgement of receipt only.

Employee's Signature: _____ Date: _____

Print Name: _____

Attachment: University of North Carolina SHRA Grievance Policy

cc: NAME (Vice Chancellor)
Director/Chair/Dean/Assoc. or Asst. VC
Human Resources Director for Employee Relations & Talent Management
Department Personnel File