

## WORK STUDY EMPLOYEE WARNING

**TO:** \_\_\_\_\_  
**Work Study Employee**

**FROM:** \_\_\_\_\_  
**Work Study Supervisor**

**SUBJECT:** **Written Warning**

**DATE:** \_\_\_\_\_

\_\_\_\_\_

In addition to my discussion with you regarding the item(s) checked below, this communication serves as the last warning you will receive before being terminated as a work study employee in the \_\_\_\_\_ Department/Office.

The reason(s) for this action (is) (are):

- ☐ 1. Failure to report to work as scheduled and agreed.
  - ☐ 2. Continued tardiness.
  - ☐ 3. Failure to comply with rules and regulations of the Department.
  - ☐ 4. Unsatisfactory performance.
  - ☐ 5. Poor work attitude.
  - ☐ 6. Violation of policies set forth by the Institution.
  - ☐ 7. Other \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
**Work Study Supervisor Signature**

\_\_\_\_\_  
**Date**

Cc: Mrs. Willie Boler  
Work Study Coordinator