



Department of Military
Governor Sarah Huckabee Sanders
The Adjutant General, Brigadier General Olen Chad Bridges

Written Warning Memorandum

[DATE]

MEMORANDUM FOR [INSERT EMPLOYEE NAME]

FROM [INSERT SUPERVISOR NAME]

SUBJECT: Formal Disciplinary Action—Notice of Level 1 Action—Written Warning

1. This is a written letter of reprimand constituting a Level 1 Discipline action concerning your recent conduct in the workplace. I have reviewed and considered all relevant factors associated with this event, including your statement, if provided, and as a result, I consider this written warning warranted.
2. Specifically, you are charged with the following professional violation(s):
 - a. **[DOTM Violation from Table of Penalties Guide Appendix J].**
 - 1) Specification 1: [Information about the event leading to the violation, such as who, what, when, where, and how]
 - 2) Specification 2: [Additional information as needed]
 - b. **[DOTM Violation from Table of Penalties Guide Appendix J].**
 - 1) Specification 1: [Information about the event leading to the violation, such as who, what, when, where, and how]
 - 2) Specification 2: [Additional information as needed]
 - c. **[Continue DOTM Violations and Specification in the above format as needed]**
3. When asked about the above violation(s), you stated [what the employee responded, with as much detail as possible].
4. After review, I find the following **background and substantiating facts**:
 - a. [Facts found after the review]
 - b. [Additional Facts found after the review]

c. [Continue with additional facts as needed]

5. After review, I find the following **mitigating or aggravating facts**:

(1) **Aggravating Facts** [Facts that make it more likely that a violation occurred, that made nature of the violation worse, make the need for punishment greater or generally were negative facts]

(2) **Mitigating Facts** [Facts that make it less likely that a violation occurred, that made nature of the violation better, make the need for punishment smaller or generally were positive facts]

6. **Summary:** Based on all of the above, I determine, by a preponderance of the evidence, that you [violated DOTM Policy listed above].

7. I want to caution you that further acts of misconduct will not be tolerated and will result in more severe disciplinary measures being taken that may include a suspension to removal.

8. Should you disagree with our finding and recommendation, you will have seven (7) days to reply; your reply will become part of this memo.

9. This letter will be filed in our employee file for one year. On [Date Plus add one (1) year], you may request this warning be removed from your file.

10. The Human Resources Department has been consulted on the issuance of this written warning. You may contact Human Resources with any procedural questions; however Human Resources is not your representative and cannot advise you concerning the merits of this warning.

[Name of the Supervisor]

[Title]

[Department]

I _____ acknowledge receipt of this Memorandum regarding Level 1 disciplinary action, dated [Date]. My signature below is not an indication that I agree with the content of the letter, only my acknowledgement that I received a copy of this corrective action.

Building 4201 * Camp Joseph T. Robinson * North Little Rock, AR 72199 - 9600

ARKANSAS.GOV

Employee Signature

Date