



INTER-OFFICE M E M O R A N D U M

DATE:

TO:

FROM:

SUBJECT:

Dear Mr. Firefighter,

We held a meeting on [Date], attended by [Employee Being Disciplined], me, and a third party, [Name and Title of Third Party]. At the meeting, it was brought to the employee's attention that [his/her] tardiness record was unacceptable as [he/she] had been late [Number] times during the past [Time Period]. The employee was warned that if [his/her] tardiness continued, further corrective disciplinary action, up to and including dismissal, would be taken.

The employee was informed that this was a verbal warning and that the conversation would be documented and placed in [his/her] personnel file.

Signature: