

**INSERT DEPARTMENT LETTERHEAD**

<DATE>

**<HAND-DELIVERED OR EMAIL OR USPS CERTIFIED MAIL>**

<FULL LEGAL NAME>

<UIN>

<CLASSIFICATION>

**Return from Decision Making Leave**

Dear <NAME>:

This letter is to confirm our discussion on <DATE> about <DESCRIBE THE PERFORMANCE PROBLEM>. When you returned from the Decision Making Leave day, you told me that you decided that you wanted to continue your employment with us. You chose to solve the immediate problem and commit to maintaining fully acceptable work performance in every area.

As I advised you during our meeting, you must immediately correct this situation. In addition, you must maintain fully acceptable performance in every area of your job, whether related to this issue or not, since any further problems that require disciplinary action may result in your discharge. I'm counting on you to maintain your commitment to your job. Any further problems may result in your discharge from the University.

Sincerely,

First and Last Name  
<CLASSIFICATION>

c: LER Consultant  
PPP Coordinator  
Union Representative (s) [if applicable]  
Unit File/HR File