

Written Reprimand Notification

Employee Name: _____ Date of Incident: _____

Date of Issuance: _____ Department: _____

Type of offense: Group 1 Group 2 Group 3

This occurrence will become inactive on: _____

The purpose of this written reprimand is to once again bring to your attention ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written reprimand will be placed in your personnel file and is to be considered progressive discipline.

Reason for Written Reprimand:

Corrective Action Required:

My supervisor has discussed the above with me. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of non-compliance.

Employee: _____ Date: _____

If you refuse to sign, someone in a supervisory position will be asked to initial the form indicating that you received a copy of the notification.

Supervisor: _____ Date: _____

cc: Personnel File
Department Head