



Letter of Reprimand

| Supervisor | | | Employee | | |
|---|--|--|-----------------|-------------|--|
| Situation needing immediate improvement | | | | | |
| Facts of the situation (what, where, when, who) | | | | | |
| Previous discussions and instructions, if any, on this situation | | | | | |
| Actions to be taken | | | | | |
| Time to correct behavior | Corrective actions need to take place immediately. | | | | |
| Consequences for failure to correct the behavior | <p>Failure to comply with this letter of reprimand may result in further disciplinary action, including possible dismissal.</p> <p>By this reprimand, I am giving you an opportunity to correct your behavior and perform your duties in an acceptable manner.</p> <p>I have had an opportunity to review this reprimand, receive a copy and the opportunity to provide a written explanation.</p> | | | | |
| Employee (Signature) | | | | Date | |
| Supervisor (Signature) | | | | Date | |