## **SAMPLE FORMAT FOR WRITTEN REPRIMAND**

DATE	<b>:</b>	
TO:		Employee
FROM	<b>/</b> 1:	Supervisor
SUBJ	IECT:	Written Reprimand #1
RE:		The reason for the reprimand
BODY OF REPRIMAND:		
1.	Shoul	d clearly state that the employee is receiving a written reprimand.
2.	Cite work standard violated.	
3.	Explain specific incident.	
4.	Indicate corrective action or behavior expected.	
5.	Explain that future violation(s) may result in further and more severe discipline	
6.	Explain that the employee has the right to file a grievance.	
7.		le signature and date lines for the employee to sign and date, wledging receipt of the reprimand.
Receipt Acknowledged - Employee Date		
Witness to Delivery to Employee Date		
cc:	Officia	Il Personnel File
NOTE	Ξ:	If the employee provides a written response, attach a copy to the reprimand and place both in the personnel file.