



DATE:

TO:

SUBJECT: LETTER OF REPRIMAND

You are given this Written Letter of reprimand for your actions on \_\_\_\_\_ in that  
Date  
you \_\_\_\_\_

Reason

This action is in violation of Chapter # \_\_\_\_\_ of the Civil Service Rules and regulations,  
specifically Section # \_\_\_\_\_.

You are advised that further action of this type will result in more severe disciplinary  
action.

You are also advised of your right to attach comments to this action. You have three (3)  
days from the above date to provide such comments.

I offer you any assistance I can provide to help you overcome this situation. Please let  
me know if I can be of help.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Date

I have been advised of the violation and my rights to make comments.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Date