

WRITTEN REPRIMAND

Employee: _____ ID: _____ Date: _____

Job Title: _____ Department: _____

General Nature of Problem:

- Job Performance
- Conduct
- Violation(s) of Policy and/or Procedure
- Repeated Infractions Previously Discussed
- Other

Detailed statement of problem. (Reference previous warnings, if any):

Corrective action required.

What follow-up action is planned? (Specify date if necessary.)

Employee comments:

My signature means that this issue has been discussed with me. I understand that my signature does not necessarily indicate agreement.

Employee's Signature/Date

Supervisor's Signature/Date

Second Level Supervisor's Signature/Date

DISTRIBUTION: Employee Second Level Supervisor Departmental File Human Resources File