HAND DELIVERED

DATE

Name

Address

City, State Postal Code

RE: Letter of Reprimand - Reason

Dear Mr./Ms. Employee Name:

In accordance with Article XX of the 20XX-20XX WSU/Public School Employees of Washington or WSU/Washington Federation of State Employees or WSU/WSU Police Guild collective bargaining agreement, this is a letter of reprimand for [list reasons] which occurred on Date or Dates. A summary of which is outlined below.

[Describe incident]

[Describe potential/impact, why incident a concern]

[State conclusion if necessary]

[Describe expectation]

I hope you understand the seriousness of your actions and will adjust them accordingly. This letter is intended to convey to you the importance of meeting workplace standards and expectations. Future occurrences of conduct such as this or any other performance deficiencies may result in disciplinary action, up to and including termination.

[If applicable]

If you are experiencing personal problems which may be impacting your ability to effectively perform the duties of your position and conduct yourself appropriately, I encourage you to contact the Employee Assistance Program toll free at 1-877-313-4455.

Sincerely,

Supervisor Name, Title

Department

cc: Appropriate Area/Department representative(s)

HRS Employment Services

HRS Personnel File [optional]