HAND DELIVERED

August 28, 2018

Name  
Address  
City, State Postal Code

RE: Letter of Reprimand

Dear Name:

This is a letter of reprimand for [list reasons] which occurred on Date or Dates. A summary of which is outlined below.

[Describe incident]

[State conclusion if necessary]

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 877-313-4455.

Sincerely,

Supervisor Name, Title  
Department

cc: Appropriate Area/Department representative(s)

HRS Personnel File [optional]

HRS Employment Services