**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: Written Reprimand**

Dear EMPLOYEE NAME,

This is a follow up to our meeting which occurred on INSERT DAY OF WEEK, INSERT DATE at INSERT TIME.  The following were in attendance: 1) INSERT NAME, 2) INSERT NAME, 3) INSERT NAME, and 4) INSERT NAME.

The following INSERT TYPE OF ISSUE(S) were discussed:

INSERT NARRATIVE (INCLUDE HOW AND WHAT EXPECTATIONS WERE NOT MET)

INSERT EXPECTATIONS MOVING FORWARD

On INSERT DATE, you were issued a verbal warning for INSERT NATURE OF OFFENSE [if applicable].

We are at the written reprimand step of the discipline process and you are being issued a written reprimand for INSERT NATURE OF OFFENSE.

This correspondence documents the INSERT TYPE OF ISSUE and serves as the written reprimand.  A copy will be placed in your personnel file along with your prior verbal warning.

Any further related issues may result in progressive discipline.  I hope that this written reprimand will suffice and resolve the issue.

Sincerely:

SUPERVISOR NAME AND TITLE

cc: Cynthia Kravitz, Chief Human Resources Officer

Kevin Kralj, Director Labor and Employee Relations

DEPARTMENT HEAD

Ghia Burzynski, Human Resources Office Administrator

Employee’s File