**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: Written Reprimand/ACE**

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 an informal verbal warning for INSERT NATURE OF OFFENSE [if applicable].

Pursuant to Article 7.2 of the YSU/ACE collective bargaining agreement, 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 informal 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

INSERT NAME, ACE President

INSERT NAME, ACE Secretary and Grievance Chair

Ghia Burzynski, Human Resources Office Administrator

Employee’s File