

SAMPLE LETTER OF REPRIMAND (Print on department letterhead.)  
Used for Hourly and Probationary Employees

TO: Employee's Name  
FROM: Supervisor's Name (signed or initialed here)  
DATE: Date of Issuance  
SUBJECT: Letter of Reprimand

At our meeting today, we discussed the following [performance or conduct]: (for example: "unsatisfactory work performance" or "excessive tardiness" or "failure to follow established policy regarding unscheduled absences" etc.)

1. Describe the specific incident including the date, time if relevant, and description of the event. Follow the description with a citation from the Standards of Conduct (if Probationary), Wage Employee Guidebook (if hourly), departmental policy, Code of Ethics or job description regarding that behavior or performance standard.

2.

This [performance/conduct] is [unsatisfactory/unacceptable] and requires correction in order to support the efficient operation of our department. Continued unsatisfactory performance could result in further disciplinary action and may lead to termination of employment.

Immediate, consistent and sustained improvement is required. Suggested below are steps you may take to improve your performance:

1. Improvement steps may be as simple as: "Report to work as scheduled" or "Follow departmental procedures for reporting tardiness" or "Observe departmental policy regarding xyz." Instructions should be as detailed and specific as appropriate – so that employee knows what is expected and has the opportunity to be successful.

2.

3.

I acknowledge receipt of this Letter of Reprimand:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

cc: Kathy Williamson, Employee Relations Manager