Sample Letter

WRITTEN REPRIMAND

 [Date]

Memo to: [Name of employee, personnel identification number, and department]

From: [Supervisor imposing discipline]

Subject: Written Reprimand

This is a written reprimand for failing to meet the performance standards of your position as an [employee's title] in the [name of department] at Texas State University.

[State the specific reasons for action. Note any previous disciplinary actions. If applicable, give definite time period for correction or improvement.]

By this disciplinary action I am giving you an opportunity to correct your deficiency. Failure to do so will result in further disciplinary action up to and including termination.

You have the right to appeal this warning through the complaint procedures in UPPS No. 04.04.41, "Staff Employee Mediation, and Grievance Policy” within 10 working days of receipt. Contact Human Resources if you have questions.

A copy of this letter will be placed in your official personnel record in Human Resources.

Please acknowledge below your receipt and understanding of this letter.

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Signature of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date