

# Letter of Reprimand



Date  
Name  
Address  
Dear \_\_\_:

This letter constitutes a written reprimand for reasons of (misconduct or unsatisfactory work performance). This decision is based on the following:

Title of Offense and general descriptive paragraph(s)

***Example:*** *On January 2, 2011, you raised your voice and used profane language while at work. Students and staff witnessed this unprofessional behavior.*

During a meeting on \_\_\_\_\_, 2011, you were given an opportunity to present your side of the story. I have considered your response, and have determined that disciplinary action is warranted.

The position you hold includes professional/supervisory/fiduciary/financial responsibilities and contact with the public/students/co-workers. Your misconduct adversely affected this institution by \_\_\_\_\_.

In deciding to undertake this action, I have considered your work record. Your formal disciplinary record includes reprimands or suspensions for \_\_\_\_\_. (This is the second, third, etc. occurrence of the same or similar misconduct). Previous attempts to correct similar behavior by you include \_\_\_\_\_. You were on notice that above described misconduct is unacceptable because \_\_\_\_\_.

Please be advised that continued (misconduct or unsatisfactory performance) on your part will lead to increased discipline, up to and including discharge.

(You may want to explain the reasons behind any rule that was violated. If it is not absolutely clear, specify what the employee should have done instead of the charged misconduct. Also, if it is not obvious, specify exactly what behavior the supervisor needs to see from the employee in the future.)

If you wish to appeal this action, you may do so consistent with the grievance procedure, which is located in Article \_\_\_\_\_ in the collective bargaining agreement between \_\_\_\_\_ and \_\_\_\_\_.

[Optional] You may wish to consider taking advantage of the State's Employee Assistance Program. You may contact the EAP at 651-296-0765. Your participation in that program is voluntary and confidential within the boundaries of the provider's professional obligations.

Sincerely,  
cc: Union Copy (as per CBA)  
Personnel File/Human Resources