



1 copy: Douglas Office
1 copy: Employee

Re: Reprimand

Supervisor: _____ print name

Employee: _____ print name

Situation needing immediate improvement:

Facts of the situation (what, where, when, who):

Previous discussions and instructions, if any, on this situation:

Actions to be taken:

Time to correct behavior:

Correcting actions need to take place immediately.

Consequences for failure to correct the behavior:

Failure to comply with this letter of reprimand may result in further disciplinary action, including possible dismissal.

By this reprimand, I am giving you an opportunity to correct your behavior and perform your duties in an acceptable manner.

I have had an opportunity to review this reprimand, receive a copy and the opportunity to provide a written explanation.

Employee (Signature)

Date: _____

Supervisor (Signature)

Date: _____