

EMPLOYEE REPRIMAND FORM

Employee Name: _____

Employee Title: _____

Supervisor Name: _____

Supervisor Title: _____

Reprimand Date: _____

Notice to Employee: This form is being used to document the performance listed below. It should also be considered as a written warning to you that any recurrent or similar conduct may be grounds for further disciplinary action, which could include suspension and/or dismissal.

As an employee of this company, it is expected that you adhere to our policies and exhibit professional conduct at all times. Your behavior is unacceptable and has caused disruption in the workplace.

Please be aware that this reprimand will be placed in your personnel file and will remain there for the foreseeable future.

Reasons for Reprimand:

- Absence/Tardiness
- Inappropriate Conduct
- Poor Performance
- Violence
- Violation of Company Policy
- Harassment
- Falsification of Documents/Records
- Misuse of Equipment
- Other: _____

Disciplinary Action Taken:

- Verbal Warning
- Written Warning
- Suspension without Pay
- Termination
- Other: _____

Date of Incident: _____

Description of Incident:



Violated Policies:

Previous misconduct and/or warnings associated with the incident:

Correction Plan to be Taken:

Acknowledgment

The undersigned, do hereby acknowledge taking delivery of this written reprimand. Furthermore, I commit to performing any required corrective actions indicated above. I understand that I have the right to appeal this action through the grievance procedure. I may also submit comments of my own.

_____	_____	_____
Employee Signature	Employee Name	Date
_____	_____	_____
Supervisor Signature	Supervisor Name	Date

