

Template II: Letter of Reprimand

Date

Employee's Name
Employee's Job Title
Department

Subject: Letter of Reprimand

Dear Mr/Ms. <<Employee's Name>>:

This letter is to inform you that (Reason for reprimand)<<Example: your tardiness during the last week is unacceptable. I have observed you arriving to work each day this week after your scheduled start time. Your inability to arrive at work in a timely fashion and open your office for waiting customers has compromised the unit's ability to provide service for the campus community>>.

EXAMPLE: <<I have discussed this problem with you on two separate occasions. On April 7, 2003, we discussed the need to report to work at 8:00 a.m. in order to distribute paychecks to waiting students. You had arrived to work at approximately 9:45 a.m., forcing other employees to assume your assigned duties. Later that month on April 21, 2005, we again discussed your need to report to work by 8:00 a.m. after you arrived late on three consecutive days. You informed me at that time that you were having difficulty reading the train schedule, but that you would begin to take the bus. After our second discussion on April 21, 2005, you were given a Memo of Concern regarding your attendance>>.

<<I expect that you will report to work in a timely manner in the future. Continued failure to report to work by 8:00 a.m. will result in disciplinary action including suspension and/or termination>>.

Respectfully,

MPP Supervisor's Name
Supervisor's Title

c: AVP/Director/Dean
Maria Elena Rivera, AVP Human Resource
Official Personnel File

Attachment: any other letters of reprimand

I acknowledge that I was provided with a copy of Letter of Reprimand.

Signature

Date

This is to certify that on the _____ day of _____
I provided **Mr./Ms. Employee's Name** with a copy of this Letter of
Reprimand.

Signature