



## Example Letter of Reprimand/Written Warning

Employee

Date

Dear Employee,

**Opening:** Say something to the effect that the letter is necessary to correct their job performance. Write that this is a “letter of reprimand” or “written warning.” If you have already given past discipline (e.g. verbal warning), list the date of the warning and any discipline that went with it (e.g. time off). Then state that you are taking the next step because the prior warnings were not heeded.

**Statement of facts, charges or allegations:** List the specific incident(s), when they happened, what happened and any negative consequences that resulted from the employee’s actions.

**Policy:** Explain how the employee’s actions violate city or department policy. Give the specific references to the policy. For example, “violating the Guideline for Appropriate Conduct of Duty to Promote Work Efficiency and Morale found in section XX of the Employee handbook

Tie what they did to how they violated the policy.

**Corrective Action:** If there are any specific things that the employee needs to do to correct the action, list them here. Also, if there are any consequences from their actions list them. For example, if an employee will lose supervision of other employees or will lose duties because of their actions, list them here. You will also want to list any specific steps that the employee will have to accomplish: e.g. (1) Be to work on time every day, (2) Return all phone calls the same day they come in, etc.

**Appeal Right:** Let them know that they have the option to appeal the discipline. Write something like: “Under the city’s Complaint Resolution Procedure on page \_ of the Employee Handbook, you have the right to appeal this action. Please refer to that policy to see how to proceed with an appeal. If you have any questions about this letter, please feel free to discuss them with me.”

Close the letter encouraging them to correct their actions. Also include a statement that says something like “Additional violations of department or city policy will result in further disciplinary action up to and including termination.”

Sincerely,

\_\_\_\_\_  
Supervisor Signature, Title

\_\_\_\_\_  
Date

Cc: Division Manager  
Department Director  
Personnel File

At the bottom of the letter, you may want to include a signature line for the employee to sign and date along with a sentence acknowledging that they have seen and understand the letter.

I acknowledge that I have received and reviewed this letter of reprimand.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date