

(Date)

(Hand Delivered)

(Employee Name)
(Address)
(City, State Zip Code)

Dear (Employee Name):

This is a letter of reprimand for (reason) which occurred on (date or dates).

It was brought to my attention on (date) that (explanation of events that lead to reprimand).

I want to emphasize the importance of meeting workplace standards and policies. Under the University's (APM/FSH) (policy).

I expect (list expectations). (Include deadlines).

I hope you understand the seriousness of your actions and will adjust them accordingly. This letter is intended to convey to you the importance of meeting workplace standards and expectations. Future occurrences of conduct such as this or any other performance or behavioral deficiencies may result in disciplinary action, up to and including termination.

If you are experiencing personal problems which may be impacting your ability to effectively perform the duties of your position, the University of Idaho sponsors an Employee Assistance Program. We urge you to contact EAP at 800-999-1077 if you need immediate counseling or would like to schedule an appointment to see a counselor.

Sincerely,

(Supervisor Name)
(Position Title)
(Department)

cc: (Department)
Human Resources
HR Personnel File (OPTIONAL)