[Date]

[Name]  
[Title]  
[Campus Address]

Dear [Name],

I am providing you with this letter of reprimand because [summarize behavior/performance that leads to this letter].

Prior to issuing this letter of reprimand, I met with you to discuss these issues and gave you an opportunity to respond. After considering the underlying facts and your response, I have determined that this letter of reprimand is appropriate.

Going forward it is important that [clearly lay out expectations for the future].

It is important you understand that if your behavior in these areas does not improve, the unacceptable behavior is repeated, or future violations of other policies or rules occur, further disciplinary processes and sanctions may be pursued up to and including termination.

You have the right to submit a rebuttal of the written reprimand, which will be retained with the written reprimand for as long as it is present, pursuant to the applicable records retention policy.

Despite these concerns, I value you as a colleague. I very much hope that we can move forward in a positive way. If you need assistance in identifying resources that will aid you in complying with these expectations, please let me know.

Sincerely,

[Supervisor Name]

[Title]

*Employee’s signature confirms only that the supervisor has discussed this letter with and provided a copy to the employee. The employee’s signature does not indicate agreement or disagreement with the contents of this letter.*

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Signature of Employee Date

cc: Personnel File

Peter Fehrs, Associate Director, Employee & Labor Relations

[List of policies at issue and their links to those policies]