EMPLOYEE REPRIMAND

**EMPLOYEE INFORMATION**

 **Employee Name**: [EMPLOYEE NAME] **Department**: [EMPLOYEE DEPARTMENT]

**Employee ID** **#**: [EMPLOYEE ID #] **Issuing Supervisor**: [SUPERVISOR NAME]

**VIOLATION DESCRIPTION**

# Place of Violation: [VIOLATION LOCATION] Date of Violation: [MM/DD/YYYY]

**Description of Violation** (attach additional pages if needed):

[VIOLATION DESCRIPTION]

**DISCIPLINARY ACTION**

**Disciplinary Action Taken**:

[ ]  Administrative leave with pay for [#] days [ ]  Recommendation for termination

[ ]  Sent home with pay [ ]  Other: [OTHER DISCIPLINARY ACTION]

[ ]  Suspension without pay for [#] days [ ]  None

**Effective Date of Disciplinary Action**: [MM/DD/YYYY]

**CORRECTIVE ACTIONS**

# The following corrective actions must be taken by the employee. Failure to do so

# will result in further disciplinary action, up to and including termination: [CORRECTIVE ACTIONS]

By signing below, I, [EMPLOYEE NAME], acknowledge that I have read and understood the contents of this Employee Reprimand Form.

**ACKNOWLEDGMENT**

Employee Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Print Name: [EMPLOYEE NAME]

Supervisor Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Print Name: [SUPERVISOR NAME]

[ ]  *Employee refused to sign this form and all attached documentation.*