

# EMPLOYEE REPRIMAND FORM

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Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Reprimand Date: \_\_\_\_\_

Notice to Employee: This form is being used to document the performance listed below. It should also be considered as a written warning to you that any recurrent or similar conduct may be grounds for further disciplinary action, which could include suspension and/or dismissal.

As an employee of this company, it is expected that you adhere to our policies and exhibit professional conduct at all times. Your behavior is unacceptable and has caused disruption in the workplace.

Please be aware that this reprimand will be placed in your personnel file and will remain there for the foreseeable future.

**Reasons for Reprimand:**☐ Absence/Tardiness☐ Inappropriate Conduct☐ Poor Performance☐ Violence☐ Violation of Company Policy☐ Harassment☐ Falsification of Documents/Records☐ Misuse of Equipment☐ Other: \_\_\_\_\_**Disciplinary Action Taken:**☐ Verbal Warning☐ Written Warning☐ Suspension without Pay☐ Termination☐ Other: \_\_\_\_\_**Date of Incident:** \_\_\_\_\_**Description of Incident:**

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**Violated Policies:**

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**Previous misconduct and/or warnings associated with the incident:**

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**Correction Plan to be Taken:**

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**Acknowledgment**

The undersigned, do hereby acknowledge taking delivery of this written reprimand. Furthermore, I commit to performing any required corrective actions indicated above. I understand that I have the right to appeal this action through the grievance procedure. I may also submit comments of my own.

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<b>Employee Signature</b>	<b>Employee Name</b>	<b>Date</b>

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<b>Supervisor Signature</b>	<b>Supervisor Name</b>	<b>Date</b>

