Ref: ${ref}

**Reprimand Notice**

|  |  |
| --- | --- |
| To | Name: ${name} |
| Position: ${position} |

|  |  |
| --- | --- |
| Company policy violation Insubordination  Failure to follow standard procedure Poor performance  Delayed response to emails and messages Tardiness  Refusal to deliver a job on-time Absenteeism  Late check in Other  Company Property damage | |
| Detail Reason | ${reason}  ${block\_name}   * ${customer\_name}   ${/block\_name} |
| Severity | High  Moderate  Low |
| Action | ${block\_name}  Customer: ${customer\_name}  ${/block\_name} |
| Expected Improvement | ${improve} |
| PMO & Acting People Operation Officer |  |
| Signature of people Manager |  |
| Date | ${date} |
| Cc:  Employee file | |