

[Date]

[Employee's Name, Unique ID]  
[Employee's Department]

Re: [Verbal Reprimand or Written Reprimand]

Dear [Employee's Name]:

This letter is to inform you that you are hereby reprimanded for the following reason [Choose one of the following attendance/performance issues]:

- **Unexcused absence**
- **No call, no show**
- **Neglect of duty**
- **Habitual tardiness**
- **Excessive absenteeism**
- **Incompetency**
- **Inefficiency**
- **Failure to follow instructions**
- **Failure to follow call-in procedure**
- **Failure of good behavior**
- **Failure to perform required duties**
- **Leaving the work area without prior authorization**
- **Misuse and/or mistreatment of University property**
- **Violation of departmental work rule or standard operating procedure]**

Specifically, you [Fill in details of the offense]. In the future, you are required to [Fill in details of the actions the employee must take]. This disciplinary notice shall serve to warn you that any recurrence of the same or similar violation or offense as specified above will be considered just cause for more severe disciplinary action.

Kindly review the university incentive program policy and procedures to understand the eligibility requirements.

Please let me know if you have any questions or concerns.

Respectfully,

[Your Name]

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# Acknowledgment of Receipt

I acknowledge that I have received a copy of this reprimand.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

CC: **[Employee]**, Human Resources, Department, AFSCME Office