

Example of Oral Reprimand

{Type on Departmental Letterhead}

ORAL REPRIMAND RECORD

For the record, an **Oral Reprimand** was issued as follows:

Name of Employee: _____

Employee ID: _____

Date of Violation: _____

Work Standard Violated and Nature of Improper Behavior: This is an official Oral Reprimand for violation of the Regulations of Florida State University, Guidelines for Disciplinary Action, FSU Regulation FSU-4.070, {Standard Violated}.

{Describe details of violation, who, what, when, where, why}

Corrective Action Required: _____

Should this deficiency not be corrected, it may be necessary for more severe disciplinary action to be taken up to and including your dismissal.

Signature of Supervisor: _____

Signature of Employee: _____

Date Received: _____

cc: Employee's Official Personnel File ({Employee's Last Name})

Departmental Personnel File

{List of all relevant levels of supervision}

Employee/Labor Relations Office

**Contact Employee/Labor Relations at 644-6475
Before Issuing any Oral Reprimands**