

{Type on Departmental Letterhead}
Example of Written Reprimand

{Date}

{Employee's Name}
{Department}
Florida State University

Dear Mr./Ms. {Employee's Last Name}:

This is an official **Written Reprimand** for **{Standard Violated}**. This action is being taken pursuant to FSU Guidelines for Disciplinary Action, FSU Regulations FSU-4.070; Regulations of Florida State University.

{Paragraph stating the incident (e.g., who, what, when, where, why, and how) which precipitated the charge and corrective action required. }

Should this deficiency not be corrected, it may be necessary for more severe action to be taken up to and including your dismissal. Please feel free to contact me if you have any questions.

Sincerely,

{Immediate Supervisor}
{Title}

Approved by: _____
{Second Level Supervisor}
{Title}

I have received a copy of this written reprimand.

Signature {of Employee}

Date

cc: Employee's Official Personnel File ({Employee's Last Name})
Departmental Personnel File
{List all relevant levels of supervision}
Employee/Labor Relations Office

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