

Company or Organization Name
Written Reprimand Memorandum

To: (Employee)
From: (Immediate Supervisor)
Date: December 2, 20xx
Subject: Sample Written Reprimand

This is an official Written Reprimand for your violation of

(q) Misuse of University or University Controlled Property or Equipment. This includes “The unauthorized use of University or University controlled property or equipment for any reason other than for official University Business.”

On Wednesday, November 27, 20xx, I observed you as you drove our _____ department truck into the parking lot at Burger King on University Boulevard at 12:00 noon. You remained at Burger King until 12:45 p.m. As you know, our department trucks should not be driven off _____’s main campus grounds. This action resulted in your unauthorized use of a University controlled vehicle for reasons other than official University business.

Appropriate Disciplinary Action:

1. First Occurrence: Written reprimand to dismissal
2. Second Occurrence: Discharge

(t) Rudeness to Students, Staff or the Public. This includes “Impolite, discourteous, unprofessional, or uncooperative language or actions towards students, staff, or the public.”

After you returned to the campus, you used language which was impolite, discourteous, unprofessional, or uncooperative when I questioned you about using the _____ truck outside _____’s main campus grounds during your lunch hour. Your behavior was witnessed by Ms. _____, Office Manager. Later, while giving your statement during a meeting with John Doe, Director, and Ms. Spectator, you admitted that you used profane language when you were shouting at me.

Appropriate Disciplinary Action:

1. First Occurrence: Oral Reprimand
2. Second Occurrence: Written Reprimand
3. Third Occurrence: Suspension

4. Fourth Occurrence: Discharge

On September 25, 20XX, you were issued a Letter of Counsel for Absenteeism, a violation of Section (h) of the aforementioned _____ disciplinary rule. This letter was not made a part of your official personnel file. When the Letter of Counsel was issued, you were advised to review all sections of the USPS Employee Handbook which was provided to you when you were hired at the University. _____'s rule governing discipline is included in this handbook. Also, on February 22, 20xx, during your orientation as a new employee, I provided you with the department's Standard Operational Procedures (SOP) Manual which provides instructions on both the safe and proper use of University equipment and vehicles, and the appropriate rules of conduct when interacting with management, other employees, and the public.

This written reprimand will be included in your personnel file for future reference, as deemed necessary by the University. Future misconduct on your part may result in further appropriate disciplinary action. Future violation of the aforementioned Section (q) Misuse of University or University Controlled Property or Equipment, of Rule 6C7-3.0191, USPS Disciplinary Action, will result in your discharge.

cc: John Doe, Director, Department Name
John Doe, Director, Human Resources
John Doe, Associate Director, Human Resources