

TO: Employee Name
FROM: Supervisor Name
SUBJECT: Documentation for Verbal Reprimand: (offense)

DATE:

In accordance with the Indiana University – Purdue University Progressive Disciplinary Action Procedures, listed in the Purdue University Faculty and Staff Handbook, this correspondence will serve as documentation for an oral reprimand letter regarding _____ *(List the offense)* _____

On _____ *(date time, and specific location)* *(Describe offense)* _____

The effects of this above referenced offense resulted in *(List the effect of the incident)* _____

In order to avoid further disciplinary action, the following steps should be followed:

(List performance or behavioral expectations, instructions for adherence to policy or steps that must be taken to correct problem.) _____

Further disciplinary action, up to and including termination, will be taken for continued offenses of this or any similar nature conduct as outlined under the University’s Progressive Discipline Policy. IPFW reserves the right to deviate from the above guidelines and may terminate at any time, based on supervisory discretion consistent with the work needs of IPFW.

VERBAL REPRIMAND EMPLOYEE ACKNOWLEDGMENT

Employee Comments:

I understand that my signature does not necessarily indicate agreement. I acknowledge by my signature that I have read this letter and have discussed the contents of the letter with my supervisor.

Employee Name

Date

Supervisor Name

Date

Cc: Supervisor
Cc: Human Resources
Cc: Department File