

TO: Employee
FROM: Supervisor
SUBJECT: Documentation for Written 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 a written reprimand letter regarding (offense)

(Review previous verbal reprimand, within the last 12 month period) _____

(Date, time, specific location of offense and description of what happened) _____

(Statement of the policy, procedure or rule that was violated) _____

(List the actual or potential consequences of the offense, Ex.: cost to University, burden on supervisor or others, hazard to employees, etc.) _____

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

(List performance or behavioral expectations, and 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 the institution.

**WRITTEN 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