

# Written Employee Reprimand

CONFIDENTIAL

Name: \_\_\_\_\_ Soc Sec #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Client Company: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Description: \_\_\_\_\_

**Reason for Reprimand:** (Include date, time and detailed description of unacceptable behavior) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (use additional sheets if necessary)

\_\_\_\_\_  
Employee Signature  
Indicates receipt of Reprimand

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date