

MODEL LETTER FOR IMPOSITION OF WRITTEN WARNING DISCIPLINARY ACTION

(DATE)

Dear Mr. _____

SUBJECT: Notice of Disciplinary Action-Written Reprimand

The purpose of this Disciplinary Action is to document the facts concerning your activities on (date) and to warn you of the consequences of further inappropriate conduct while you are employed by _____ County.

It has come to my attention that you (detail the activities the employee engaged in).

Your activities violated (detail rules or standards of conduct the employee violated)

(Optional paragraph indicating that employee had received oral warning previously)

I view the foregoing matters as inappropriate conduct which warrants the imposition of disciplinary action. Therefore, I am issuing you this Written Reprimand.

You are warned that, in the future, you must not engage in the activities enumerated above and you are specifically notified that further violation of any standards, orders, policy, laws, work rules, failure to perform your job in a satisfactory manner, or behavior which disrupts or interferes with County operations will result in additional disciplinary action which can include suspension, demotion, transfer, or termination of employment.

I urge you to give the foregoing admonition serious consideration throughout the remainder of your employment with the County.

Department Head

I have had the opportunity to review, sign, and date this Notice of Disciplinary Action.

I understand the purpose of my signature on this document is to indicate I have received a copy of the document. My signature only acknowledges receipt of the Notice, not that I necessarily agree with the action taken.

Employee Signature

Date