

**CITY OF FLAGSTAFF  
MEMORANDUM**

TO:           Insert Employee's Name

THRU:        Insert Department Head's Name

FROM:        Insert Supervisor's Name

DATE:         Insert Date

RE:           **Letter of Reprimand**

***(DESCRIBE THE SITUATION (BEHAVIOR, PERFORMANCE, POLICY/PROCEDURE VIOLATION, ETC) THAT OCCURRED. INCLUDE DATES, TIMES, LOCATIONS, PEOPLE INVOLVED AND EFFECTS OF THE SITUATION ON THE CITY, CITIZENS, EMPLOYEES AND/OR OTHER ORGANIZATIONS. STATE OBSERVABLE BEHAVIORS AND COMMENTS. INCLUDE WHY THIS WARRANTS DISCIPLINARY ACTION INCLUDE POLICY(IES) VIOLATION)***

This is a letter of reprimand that will be placed in your personnel file (201 file) for violating safety policies. This is a direct violation of (Insert the specific safety policy which has been violated here). We have discussed compliance with the safety policies on October 14, 2005 and you were given additional training on proper safety procedures, including travel requirements, on October 17, 2005. You were also verbally counseled on safety policies related to accidents and reporting after the accident you had in the City collections truck near the Landfill on October 13, 2005.

On Monday, November 14, 2005, you were traveling eastbound on Interstate 40, headed to the landfill to empty a load of trash. We received a telephone call that several pieces of debris were flying out of your truck, which may have resulted in serious damage to another vehicle and those inside of the vehicle. Upon meeting you at the landfill, I noticed that your top hopper door was not closed for this trip to the landfill. Safety policy is that your top hopper must be closed if you will be traveling over 1 mile to the next stop.

***(LIST THE GOALS AND TIMEFRAMES FOR IMPROVEMENT)***

Beginning immediately and at all times in the future, you will comply with all safety policies, which are attached for your information. You will follow all established procedures for travel and maintain safety standards at all times.

***(OUTLINE THE CONSEQUENCES IF ACCEPTABLE PROGRESS IS NOT DEMONSTRATED AND INCLUDE THE SIGNATURE ACKNOWLEDGEMENT)***

Immediate improvement in this area is expected. Failure to do may result in further disciplinary action, up to and including recommendation of termination.

Your signature below indicates your receipt of a copy of this letter of reprimand

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(Insert Employee's Name)

(Insert Date)

**SAMPLE**