SAMPLE LETTER J:

WRITTEN REPRIMAND
POOR WORK PERFORMANCE

Applies To: OFFICE, TECHNICAL, ALLIED HEALTH
AND SERVICE/MAINTENANCE EMPLOYEES

M E M O R A N D U M

To: Hillary Wezzen-Hamer
Postal Clerk
Empl. I.D.#0000-0003
DOH: November 7, 20XX

From: Natalie Stamps
Service Supervisor II

Subject: Work Performance

Date: February 18, 20XX

(History) On January 30, 20XX, you received a verbal warning for failure to follow your work schedule. Since that time we discussed this problem again on February 9, and 11. On February 16, 20XX, once again, you gave the mail for the Medical School to another postal clerk to sort and deliver for you, without consulting with me first. Your co-worker encountered several problems while covering your assigned floors. More specifically, he did not sort your mail on time or correctly. Because he was not familiar with the offices and staff in that building, mail was not delivered to the appropriate offices. In addition, letters requiring immediate responses were not delivered timely and I received several complaints.

(Expectation) (Problem) (Action) (Consequence) There are established job routines for each position and you must follow yours. Furthermore, you must request permission from your supervisor on any changes to this schedule. Because you did not follow the correct work procedures, I am giving you a written warning. Should you fail to follow the correct work procedures and fully observe the duties required of you, further disciplinary action will be taken, up to and including discharge.

Cc: Department File
Human Resources Department
(Union Representative)