

MODEL LETTER FOR IMPOSITION OF DISCIPLINARY ACTION – WRITTEN WARNING

(Date)

Name

Address

City, State, Zip

RE: Notice of Disciplinary Action – Written Reprimand

Dear _____:

This letter 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 the County.

It has come to my attention that you *(detail the activities in which the employee engaged)*. Your activities violated *(detail the rules or standards of conduct the employee violated)*. *(Optional sentence or paragraph indicating that the employee has previously received an oral warning)*.

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 set forth above; and you are specifically notified that further violation of any standards, orders, policies, laws, work rules, failure to perform your job in a satisfactory manner, or behavior which disrupts or interferes with County operations may 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.

Sincerely,

Department Head (or appropriate title)

* * * * *

I have reviewed this notice of disciplinary action. I understand the purpose of my signature on this letter is only to indicate that I have received a copy of the letter, and not that I necessarily agree with the action taken.

Employee's Signature

Date