TO: Insert employee name, Insert employee job title

FROM: Insert supervisor name., Insert supervisor job title

DATE: Insert Date

RE: **WRITTEN REPRIMAND**

You are being issued this **Written Reprimand** for the following:

1. Insert applicable details, facts, and circumstances that resulted in the written reprimand including pertinent date(s);
2. When applicable, include previous disciplinary and informal corrective action;
3. Insert applicable specific directives concerning expectations of future performance and behavior

This Written Reprimand is considered formal disciplinary action pursuant to Section 7.1 and 7.5 of the Mississippi State Employee Handbook. It may be considered by the agency in determining appropriate disciplinary action in response to any future unacceptable behavior or unsatisfactory job performance.

As a state service employee, you have the right to file a grievance concerning this Written Reprimand. You may refer to Chapter 8 of the Mississippi State Employee Handbook for applicable grievance deadlines and procedures. A copy of this Written Reprimand will be placed in your personnel file and your signature below acknowledges receipt.

\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Date

I acknowledge that I have received this Written Reprimand:

\_\_\_\_\_\_\_\_\_\_\_

Employee Name Date

C: Human Resources