To: Maria Rodriguez

From: Jane Smith

Date: October 9th, 2018

Re: Letter of Reprimand

This is an official written reprimand for your failure to perform the functions of your position appropriately to safeguard the confidential knowledge you have acquired about the employees who report to you. Revealing information, that was shared with you in confidence by an employee, to other employees, is a violation of the confidentiality rights of the employee.

It is also a breach of your expected and entrusted managerial role. In fact, even if the employee had not specified that the information shared with you was confidential, discussing employee business with another employee, under any circumstances, is a failure on your part to perform your expected management role. The severity of your actions justifies the disciplinary action that could lead to employment termination.

You have received verbal counseling for an earlier offense in which you revealed confidential information entrusted to you by an employee. With this letter of reprimand, I am reminding you of the critical importance of safeguarding confidential information that your role requires.

I am also reminding you of the critical importance that your exercise of dependable good judgment as an employee entrusted with management responsibilities requires. Because of your position, further diligence in carrying out your responsibilities is required for the future.

Another breach of our confidence in your ability to carry out any of your expected managerial roles will result in additional disciplinary action up to and including the possibility of employment termination.

A copy of this reprimand will be placed in your official personnel file.

(Signature)

Jane Smith

October 9th, 2018

**Acknowledgment of Receipt**

I acknowledge receipt of this written reprimand. My acknowledgment does not necessarily signify my agreement with its content. I understand that a copy of this reprimand will be placed in my official personnel file and that I have the right to prepare a written response that will be attached to the original letter of reprimand.

(Signature)

Maria Rodriguez

October 10th, 2018

To:

From:

Date:

Re: Letter of Reprimand

This letter is a formal reprimand for the performance you have exhibited on the job. Your work, despite encouragement and regular coaching and suggestions from your supervisor, is not improving.

We have also provided you with on-the-job training from three of our most experienced employees, but you have demonstrated that you don't learn the job. Your performance was rated unsatisfactory by each of the assigned employee trainer/mentors.

Your output remains 30% below the output of your average coworkers. So, your speed, consistency, and dependability are a problem when we are trying to fill customer orders. We can't count on you to do your part.

You have approximately two weeks, although if we don't see early progress, you will not get the full two weeks, to demonstrate that you can learn and perform this job. If you don't demonstrate immediate progress, we will terminate your employment.

We will place a copy of this formal, written reprimand in your personnel file in Human Resources.

Please take this advice seriously as our preference is always to see employees succeed.

Signature:

Supervisor Name:

Date:

### Acknowledgment of Receipt

I acknowledge that I have received this written reprimand. My acknowledgment does not mean that I agree with its contents. I understand that you will place a copy of this reprimand in my official personnel file. I also acknowledge that I have the right to prepare a written response that you will attach to the original letter of reprimand.

Signature:

Employee Name:

Date: