|  |  |
| --- | --- |
| DATE: |  |

|  |  |  |
| --- | --- | --- |
| TO: |  |  |
|  | *Name of reprimanded employee* |

|  |  |
| --- | --- |
| Person ID # |  |

|  |  |
| --- | --- |
| DEPARTMENT: |  |

|  |  |
| --- | --- |
| FROM: |  |
|  | *Supervisor imposing discipline* |

|  |  |
| --- | --- |
| SUBJECT: | Oral Reprimand – [INSERT REASON(S)] |

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|  |  |  |  |
| This is to advise you that you are being issued an oral reprimand for the reason(s) stated above. (INSERT EXPLANATION OF THE SPECIFIC REASONING FOR THE REPRIMAND. PLEASE NOTE ANY PREVIOUS DISCIPLINARY ACTION AND GIVE A DEFINITE TIMETABLE FOR CORRECTION OR IMPROVEMENT.] |

As a Staff Employee you have the right to appeal this warning through the grievance procedures in [UPPS No. 04.04.41, “Staff Employee Mediation, and Grievance Policy”](http://policies.txstate.edu/university-policies/04-04-41.html) within 10 working days of receipt. Contact Human Resources if you have questions.

*A copy of this letter will be placed in your official personnel record in Human Resources.*