

**CITY OF ROUND ROCK**

**MEMORANDUM**

**TO:**

**FROM:**

**DATE:**

**SUBJECT:** Notice of Oral Reprimand for

On , you were

Effective immediately you are expected to meet all conditions and standards established by the department and City of Round Rock policy. Failure to provide immediate and sustained improvement may result in further disciplinary action up to and including termination.

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CC:

Sandra Duran, Director of Human Resources & Civil Service