

**CITY OF ROUND ROCK**

**(INSERT DEPT NAME)**

**MEMORANDUM**

**TO:**  Employee Name,

**FROM:**  Name, Title

**DATE:**  Date

**SUBJECT:** Notice of Written Reprimand for (insert reason)

On (insert date), you were (insert what employee did wrong that resulted in this reprimand)

(Insert what should the expectations are and any correction action you have taken previously regarding this incident. For example, in the tailgate meeting on xxx, we discussed xxx)

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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(Supervisor name), (title)

Your signature acknowledges receipt of document and not necessarily agreement with its contents.

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(Employee name), (title) Date

(NOTE: This memo format can be used to document an oral reprimand as well.)

CC: Department Director Name, Department

Sandra Duran, Director of Human Resources & Civil Service