

- Notes:
1. The letter is a written reprimand which refers to a prior oral reprimand.
 2. The letter identifies the infraction, sets down the level of conduct expected in future, and warns of the consequences of future offences.
 3. The letter is to be presented to the employee by hand and receipted by him or delivered by registered mail.
 4. The letter is a sample only and may be re-written to suit the circumstances.