

Appendix C – Sample No. 4



EXTERNAL AFFAIRS

AFFAIRES EXTÉRIEURES

<p><b>TO</b> A</p> <p><b>FROM</b> De</p> <p><b>REFERENCE</b> Référence</p> <p><b>SUBJECT</b> Sujet</p>	<p>EMPLOYEE</p> <p>Officer who signed written reprimand</p> <p>written reprimand (letter, date)</p> <p>Review of Performance</p>	<p><b>SECURITY</b> Sécurité</p> <p><b>DATE</b></p> <p><b>NUMBER</b> Numéro</p>	<p>UNCLASSIFIED</p> <p>March 17, 1976</p>
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FILE	DOSSIER
OTTAWA	
MISSION*	

**ENCLOSURES**  
Annexes

**DISTRIBUTION**

I have just reviewed your record of performance and I am pleased to note that since (date of discipline) when it was necessary to discipline you, you have taken corrective action to improve your performance.

2. I hope that your present healthy attitude towards your work continues. As visible evidence of my appreciation for your efforts, I am placing a copy of this memorandum on your appraisal file.

\_\_\_\_\_  
(signature)

TITLE

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7530-21-029-5331