



To: (Employee's Name)

Workplace:..... Company No:.....

This note serves to confirm our discussion on (Date) at(time)

During the course of our discussion, I confirmed to you that I was concerned about your behaviour/conduct and in particular your:
.....
.....
.....

Should you repeat this behaviour/conduct or act contrary to your workplace's Code of Conduct or Rules & Regulations, formal disciplinary action may be taken in accordance with the Company's disciplinary code. This action may include Warnings or the termination of your contract of employment.

Reprimand issued by:
.....
(Name) (Designation)

Acknowledgment of Receipt

I acknowledge that I have received this written reprimand. My acknowledgment does not necessarily mean that I agree with its contents but understand that a copy of this reprimand will be placed in my official personnel file. I also acknowledge that I have the right to prepare a written response that you will attach to the original letter of reprimand.

I acknowledge receipt of the **Reprimand** as detailed above.
.....
(Name) (Department)

Employee refuses to sign in acknowledgement of receipt (witness)
.....
(Name) (Department)