**Sample Written Reprimand**

To: Employee

From: Immediate Supervisor

Date: October 9, 2009

Subject: Written Reprimand

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This is a Written Reprimand for your violation of section (h) of UCF Regulation 3.0191, Disciplinary Action:

*Tardiness*. The failure to report to work at an established time at the beginning of the work shift, or the late return to work at the established time after lunch or rest period.

1. First occurrence: Oral Reprimand

2. Second Occurrence: Written Reprimand

3. Third Occurrence: Suspension

4. Fourth occurrence: Discharge

Despite an oral reprimand issued on August 10, 2009, you continue to arrive late to work on ten occasions as supported by the attached time sheets. You arrived late on the following days; (list out days)

Please note that your working hours are from 8:00 a.m. to 5:00 p.m. excluding your lunch break. Please note that it is imperative that you arrive to your workstation on time. This written reprimand will be included in your personnel file for future reference, as deemed necessary by the University. Future misconduct on your part may result in further appropriate disciplinary action up to and including discharge.

cc: Department Head

Personnel File