

Performance Reprimand Notification

Employee Name: _____ **Position:** _____

Date: _____

Dear Employee:

This letter is to inform you that you are being placed on a performance probation due to the issue(s) outline below:

Area(s) Needing Improvement:

Expected Behaviors/Performance Requirements:

Recommendations:

Immediate improvement in your performance is expected and must be maintained. This probation will last for 30 days from the date of signature.

I acknowledge that I have read and understand this document. I also understand that further reprimands issued within the probationary period could result in further disciplinary action including termination of my employment.

Employee Signature

Date

Management

Position