



SAMPLE CONFIRMATION OF ORAL REPRIMAND

(After drafting this, supervisors should immediately send the draft to Human Resources & Risk for review. Confirmation of Oral Reprimands should not be given to employees until Human Resources & Risk staff have reviewed the document.)

This does not become a part of the employee's personnel file. The original document will go to the employee and the supervisor will retain a copy).

DATE: [Date]  
TO: [Employee's Name]  
FROM: [Supervisor's Name]  
SUBJECT: Confirmation of Oral Reprimand

This document will confirm our conversation of (*date*) during which you received an Oral Reprimand for (*state the offense in a brief and concise manner*). (Remember to follow the FRISK Model to identify the **Facts** you observed, the **Rule** or performance standard the employee violated, and the **Impact** it has on business operations and/or others. The **Suggestion** of how to improve and the **Knowledge** or other resources the employee should know about comes under items below.)

(Provide background information of the specific incident(s); state what you discussed with the employee and what you have instructed the employee to do to correct the situation. If time limits have been agreed to for certain actions, make sure they are included.)

As I indicated during our discussion, if you do not (state the improvement necessary), further disciplinary action will be taken.

You do not have the right to appeal a documented Oral Reprimand, but you may provide a written rebuttal or response within seven business days of receiving this document. Your response, if any, will be attached to this document. If there is no recurrence of the same or similar problems for 12 months, this document will be removed from the supervisory file and destroyed.

\_\_\_\_\_  
Supervisor's Signature / Date

\_\_\_\_\_  
\*Employee's Signature / Date

\*The employee's signature does not necessarily confirm agreement with the content of this documented Oral Reprimand but confirms acknowledgement of receipt and discussion of it.

XX:xx

cc: Supervisory File – [Employee Name]