**Memorandum**

To: Employee

From: Manager

CC: General Manager or Management Company

Date:

Subject: Letter of Reprimand for (problematic behavior)

On (date) we had a meeting regarding your performance. In this meeting we discussed the following expectations: (list expectations discussed) and you signed a document that you understood these expectations. On (date), this behavior occurred again (describe)

These expectations are important because (explain why the policies not observed or expectations not being met are important)

You are a valued member of our team. (if appropriate, share their strengths or accomplishments)

My expectation is that (describe expectation). Continued failure to meet these expectations will result in further discipline, up to and including dismissal.

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 **Employee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

 **Manager Signature Date**