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**Memorandum: Written Reminder**

Date:

To: (Employee Name) UID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: (Supervisor Name)

Subject: Written Reminder

This memo is to confirm our discussion on **(date)** about your unacceptable behavior/Conduct resulting in your failure to maintain regular attendance at work.

As we discussed, on or about **(date)** you received an Oral Reminder, the first step of our formal discipline procedure. At this time, we discussed what was expected of you and you agreed to correct the problem. Since then, you **(list infractions leading to this written warning)**. The effect of this continued behavior/conduct on your fellow team members and your customers is so serious that you must correct the situation immediately. I expect you to make the following change in your behavior/conduct without delay:

**(Identify unequivocal performance expectations)**

I’m confident of your ability to solve this problem and perform effectively in every area of your job since any further problems requiring disciplinary action may result in you being placed on a ‘Decision Making’ Leave, the final step of our discipline system.

Signed: (Supervisor) Date

I have received a copy of this memo:

Signed: (Employee) Date

Distribution: Copies to Employee, Supervisor, Employee’s Departmental File

 Original to Human Resources