

INSERT DEPARTMENT LETTERHEAD

<DATE>

<HAND-DELIVERED OR EMAIL OR USPS CERTIFIED MAIL>

<FULL LEGAL NAME>

<UIN>

<CLASSIFICATION>

Work Performance Reminder

Dear <NAME>

This letter is to confirm our discussion on <DATE>, about <ENTER “*BASIC ISSUE/OVERALL CONCERN*” AND SPECIFIC DATES OF INFRACTION FROM THE PRE-MEETING CHECKLIST>.

We previously discussed issues informally on <DATE/S OF PREVIOUS INFORMAL DISCUSSION INCLUDING THE ISSUE>. <At that time> <Each time> we discussed what was expected of you and you agreed to correct the problem. Since then, <DESCRIBE CONTINUING PROBLEM>.

The problem has a negative effect on <SAFETY OR OUR DEPARTMENT OR OUR DEPARTMENT OR YOUR FELLOW CO-WORKERS>. I expect you to make the following change in your performance <DESCRIBE DESIRED PERFORMANCE>. In addition, I expect you to follow all of our rules and procedures and perform every aspect of your job in a fully acceptable manner.

During our discussion, you said <RESTATE THE EMPLOYEE’S AGREEMENT TO CORRECT THE PROBLEM TOGETHER WITH ANY OTHER IMPORTANT COMMENTS AND YOUR RESPONSE>.

As I explained during our meeting on <DAY, DATE>, this discussion resulted in you receiving this Work Performance Reminder (WPR), which is the first formal step of our discipline action under the Performance Partnership Program. This WPR will remain active for six months and will deactivate on <DATE (*6 months from meeting*)>, providing there is no further disciplinary action during this period. I am counting on you to solve this problem and to perform effectively in every area of your job. Any further problems requiring disciplinary action may result in you receiving a Written Reminder, the next step of our discipline system.

Sincerely,

First and Last Name

<CLASSIFICATION>

Enclosures: Resource Rack Card

FSAS Brochure

c: LER Consultant

PPP Coordinator

Union Representative (s) [if applicable]

Unit File/HR File