

INSERT DEPARTMENT LETTERHEAD

<DATE>

<**HAND-DELIVERED OR EMAIL OR USPS CERTIFIED MAIL**>

<FULL LEGAL NAME>

<UIN>

<CLASSIFICATION>

Written 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 Written Reminder (WR), which is the second formal step of our discipline action under the Performance Partnership Program. This WR will remain active for one year and will deactivate on <DATE (*1-year from meeting*)>, provided there is no further disciplinary action during this period. During this time, you will be removed from all Civil Service Registers and will be ineligible to transfer.

I am counting on you to solve this problem and perform effectively in every area of your job. Any further problems requiring disciplinary action may result in your being placed on a Decision Making Leave, the final 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
 IHR-Records