

ENC 3250: Assignment 2

Sample Written Warning or Memo of Reprimand

Adapted from: http://www.bcfm.com/financial_manager/FebMar03/WarningReprimand.pdf

NOTE TO ENC 3250 STUDENTS: This sample is provided just to stimulate ideas for your own work on Assignment 2. Don't copy the language here -- use it simply as a guideline to content. The one you prepare for Assignment 2 will be shorter than this one because you have only 500 to 700 words for the assignment. Your grade will depend upon (1) the clarity and conciseness of your writing, (2) the strength and appropriateness of supporting detail, and (3) your professionalism in organization and tone of the reprimand. See detailed directions in syllabus.

ABC COMPANY

Charles G. Smith, Shipping Department Supervisor
1234 Howell Street • Boston, Massachusetts 01801

Date: [date memo is sent, which should be immediately following any meeting discussing these issues]

From: [name and title of author]

To: [name and title of employee]

Subject: [indicate specific reason for the reprimand, such as recent tardiness or failure to observe company computer use policy]

Copies to: [always include a human resources manager, your own boss, and (if applicable) a company attorney]

Note that lines above are indented one inch from left margin using both a tab and the margin adjustment available through the MS Word FORMAT => PARAGRAPH menu.

As we discussed on [date that meeting with employee took place], your performance as [position] has been less than satisfactory. Specifically, [reiterate the performance or behavior issues that were discussed in the meeting and if a specific incident is the cause of the warning, describe the date of the incident and specifics related to that incident in detail].

SPECIFIC REASONS FOR REPRIMAND

This written notice outlines the steps we discussed that you need to take to improve your performance and correct these problems, and explains what will happen if your performance does not improve. As we discussed, we want to give you the opportunity to demonstrate your willingness and ability to do the job; however, substantial improvement is required in the areas listed below:

1. Use specific examples of the problem performance. Examples include tardiness, misuse of company computer, improper work breaks, or failure to meet performance standards or expectations.
2. If feasible, describe how the unacceptable performance affects clients or customers, co-workers, and the company.

3. State your specific expectations for future performance and the timeframe in which such action must occur.

4. Describe what will happen if the performance does not improve in a timely manner.

Common examples of the above include:

Absenteeism. During the past ___ months/weeks, you have been absent from work a total of ___ days, which is considered excessive absenteeism. As we have discussed before, your frequent absences from your duties as [title] put a burden on other staff members and negatively affect productivity. Immediate and sustained improvement in your attendance is required. Continued absences will result in disciplinary action, up to and including termination.

Quantity of Work. During the last ___ month(s) you have completed only ___ assignments and those that have been submitted have been late and/or incomplete. The last piece that you completed for [name of supervisor/colleague] was not well defined, and it was submitted too late for the client to approve or use. As a result, the client was unhappy and we may lose business. From now on, I expect you to complete ___ assignments per week. These assignments must be submitted to me for approval by [time] each [day].

Quality of Work. Your work shows an unacceptable number of mistakes. Memos that you type often have to be returned to you because of spelling errors or incorrect format. On [day], you typed a one-page memo that had three simple spelling errors. On the same day, I gave you a report to type and outlined the format. You did not follow the instructions and the report had to be retyped. These errors reduce efficiency in the department and increase cost.

From now on I expect memos to be carefully proofread and error-free before being returned to me. I also expect the correct format to be used consistently. Please understand that I am eager to see you correct this situation and succeed at [name of company]. However, failure to make these necessary improvements will result in disciplinary action, up to and including termination. We will meet again in ___ weeks to review your progress. If you have any questions, please let me know.

Sales-Related Deficiencies. You have failed to make your budget for the past ___ months by at least ___ percent and during that time, you have sold only ___ pieces of new business. Over the past ___ months, I have continued to stress the importance of focusing your attention on our main mission, which is to develop new business for [name of company]. Unfortunately, you still have not shown progress in this area.

During the next [number] days I expect you to (1) bill \$___ in the month of [month], achieving ___ percent of your total monthly budget; (2) make at least ___ sales calls per week for a total of ___ calls during the month of [month]; (3) close a minimum of ___ pieces of new business during [month]; and (4) include me in at least ___ sales calls per week.

MEETING COMPANY REQUIREMENTS

Your success is important to [company]; however, you must meet certain performance standards in order for you to continue your employment. You face a critical juncture in your employment with [company], and your success or failure is entirely up to you. Failure to achieve the stated goals may result in disciplinary action, up to and including termination.

We will meet at the end of [month] to review your progress.