To:  
From:

Date:

Re: Letter of Reprimand

This letter is a formal reprimand for the performance you have exhibited on the job. Your work, despite encouragement and [regular coaching and suggestions](https://www.thebalancecareers.com/tips-for-effective-coaching-1917836) from your supervisor, is not improving.

We have also [provided you with on-the-job training](https://www.thebalancecareers.com/how-on-the-job-training-brings-you-value-1917941) from three of our most experienced employees, but you have demonstrated that you don't learn the job. Your performance was rated unsatisfactory by each of the assigned employee trainer/mentors.

Your output remains 30% below the output of your average coworkers. So, your speed, consistency, and dependability are a problem when we are trying to fill customer orders. We can't count on you to do your part.

You have approximately two weeks, although if we don't see early progress, you will not get the full two weeks, to demonstrate that you can learn and perform this job. If you don't demonstrate immediate progress, we will terminate your employment.

We will place a copy of this formal, written reprimand in [your personnel file](https://www.thebalancecareers.com/sample-personnel-file-policy-1918912) in Human Resources.

Please take this advice seriously as our preference is always to see employees succeed.

Signature:  
Supervisor Name:  
Date:

Acknowledgment of Receipt:

I acknowledge that I have received this written reprimand. My acknowledgment does not mean that I agree with its contents. I understand that you will place a copy of this reprimand in my official personnel file. I also acknowledge that I have the right to prepare a written response that you will attach to the original letter of reprimand.

Signature:  
Employee Name:  
Date: