



P I N A L • C O U N T Y
wide open opportunity

PINAL COUNTY LETTER OF FORMAL REPRIMAND

Employee / Position (Print): _____

Supervisor / Position (Print): _____

Date Served: _____

SUBJECT: FORMAL REPRIMAND

This is a Formal Reprimand for: _____

This error is resulting in: _____

You can help yourself correct this problem: _____

I will assist you in overcoming this problem by: _____

If this problem continues and substantial improvement is not evident by (*Date*) _____ a more severe disciplinary action may result.

Employee Signature

Supervisor's Signature

Date

Date

*****Your signature on this report indicates that you have seen it and does not indicate agreement.***