



\_\_\_\_\_  
Date of Issue

TO: \_\_\_\_\_ Department: \_\_\_\_\_  
Name

**SUBJECT: WRITTEN REPRIMAND – OFFICIAL NOTICE**

This written reprimand is your official notice that there is cause for dissatisfaction with your job performance with the City of Mesquite as a \_\_\_\_\_.  
Job Title

Details of performance-related problem or job-related behavior:

If Applicable  
On \_\_\_\_\_ you were issued a NOTICE OF LESS THAN SATISFACTORY JOB PERFORMANCE for the following reasons: (See attachment).  
**IMPROVEMENT STILL IS UNSATISFACTORY**

Action or specific changes required:

Time frame for these changes to occur:

Failure to provide immediate and sustained improvement in your job performance may result in further disciplinary action up to and including dismissal.

Employee's comments:

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisors Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Department Head  
City Manager  
Personnel File