

CITY OF MADISON

Sample Letter of Instruction

Letters of instruction clarify work rules and expectations. Though letters of instruction are not disciplinary, they serve as written documentation of important conversations between supervisors and employees. If an employee does not comply with the rules and expectations outlined in a letter of instruction, the letter is a record that is referenced in the disciplinary process.

Sample Memo

Date: February 8, 2022

To: J. Employee

From: J. Supervisor

Subject: Letter of Instruction

A meeting was held on February 21, 2022, at 10:00 am in Office 124 of the City County Building. The purpose of this meeting was to address the following:

Unprofessional conduct toward a co-worker on February, 3, 2022 in their office.

Based on the minor nature of the incident and your outstanding work history, we have determined that discipline will not be issued for this incident. However, please be reminded that APM 2-33, Rules of Conduct requires us to be courteous and respectful of all co-workers, clients, and visitors. Adherence to these rules is necessary to ensure orderly and efficient operations and to provide a respectful and welcoming workplace for all.

We expect that you ensure all interactions with customers, coworkers, supervisors, and other agencies, is courteous and respectful. Please be reminded that any violation of City of Madison work rules may result in disciplinary action up to and including suspension or termination of employment.

Cc: Department Head
Labor Relations Specialist
Employee/ Labor Relations Manager
File