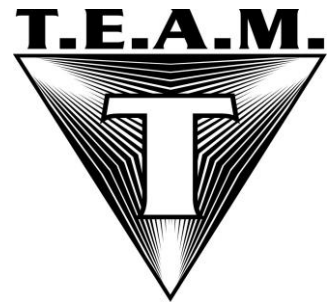


**EMPLOYEE  
COMMENDATION / REPRIMAND**

(please circle one)



**EMPLOYEE NAME:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**DATE OF OCCURRENCE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

**SUMMARY:**

**COMMENTS:**

**CONTINUED ON BACK.** \_\_\_\_\_

**EMPLOYEE NOTIFIED:**            **YES**                            **NO**