

**GEORGIA DEPARTMENT OF CORRECTIONS  
NOTICE OF WRITTEN REPRIMAND**

**(Classified Employees)**

In accordance with Department Standard Operating Procedure 104.44, Written Reprimand Review Process (Classified Employees), you may request a review of the Written Reprimand or a written confirmation of an Oral Reprimand by the Written Reprimand Reviewing Official (WRRO). Your request must be made on the "Request for Review of Written Reprimand" form and be submitted to the WRRO **within five (5) work days of your receipt of the reprimand OR receipt of this form, whichever is later.**

If you wish to request a review of this reprimand, notify your local Human Resources Representative who will provide you a "Request for Review of Written Reprimand" form along with the identity of the WRRO.

If you have any questions, contact your local HR Representative.

**EMPLOYEE ACKNOWLEDGMENT**

Employee's Name:

Employee's Social Security Number:

Employee's ID Number:

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

(Signature acknowledges receipt of letter only.)