

Sample Letter  
Formal Letter of Reprimand - Behavior Concern

*Note: Please contact the Office for Employee Relations before issuing. You can also insert probationary language, if appropriate.*

Date \_\_\_\_\_

Name \_\_\_\_\_  
School \_\_\_\_\_

Re: Formal Letter of Reprimand

Dear Name:

This letter serves as a formal letter of reprimand for your actions on \_\_\_\_\_, when you \_\_\_\_\_.  
We met on \_\_\_\_\_ to discuss this situation and for me to gain your perspective.

In our meeting you stated that (describe employee's statements, including any acceptance of responsibility or pledge to change behavior).

(If applicable) I am particularly concerned because we have already met regarding (identify behavioral concern) in the past. On (date) we discussed (describe past conferences on same issue). You agreed to (describe changes employee was to make).

(Name), your recent behavior is unacceptable. You must ensure that this behavior does not occur again. (Identify steps to be taken by employee).

I will continue to monitor your behavior in the coming months. In the meantime, if there is any assistance that I can provide you in order to help you take the steps described above, please do not hesitate to let me know. Please be advised that future concerns may result in additional disciplinary action, which could include a recommendation for suspension without pay or a recommendation for the termination of your employment.

Sincerely,

Name \_\_\_\_\_  
Title \_\_\_\_\_

Original: Personnel File  
Cc: Learning Community Executive Director  
Director, Office for Human Resources and Educator Quality  
Director, Office for Employee Relations

My signature indicates that I received this letter and understand that any written statement I wish to make regarding this letter will be attached to the copy filed in my official personnel file located in the Office for Human Resources and Educator Quality. My signature also indicates that I understand that this letter is subject to disclosure under Florida's public records laws.

# Samples Of School Staff Reprimand Notices

**BM King**



## **Samples Of School Staff Reprimand Notices:**

## Embracing the Tune of Expression: An Psychological Symphony within **Samples Of School Staff Reprimand Notices**

In some sort of consumed by displays and the ceaseless chatter of fast conversation, the melodic elegance and psychological symphony created by the published term usually disappear in to the backdrop, eclipsed by the persistent sound and interruptions that permeate our lives. Nevertheless, nestled within the pages of **Samples Of School Staff Reprimand Notices** a wonderful literary treasure filled with organic emotions, lies an immersive symphony waiting to be embraced. Crafted by an elegant musician of language, that captivating masterpiece conducts readers on a mental journey, well unraveling the hidden songs and profound impact resonating within each carefully constructed phrase. Within the depths of this moving evaluation, we can explore the book is central harmonies, analyze their enthralling writing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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