

**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

Jiyuan Zhang



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