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: I	Formal Letter of Reprimand
Dear Nan	
	r serves as a formal letter of reprimand for your actions on, when you n to discuss this situation and for me to gain your perspective.
	seting you stated that (describe employee's statements, including any acceptance of responsibility or pledge behavior).
the past.	able) I am particularly concerned because we have already met regarding (identify behavioral concern) in On (date) we discussed (describe past conferences on same issue). You agreed to (describe changes was to make).
	your recent behavior is unacceptable. You must ensure that this behavior does not occur again. (Identify e taken by employee).
provide y advised to	tinue to monitor your behavior in the coming months. In the meantime, if there is any assistance that I can you in order to help you take the steps described above, please do not hesitate to let me know. Please be not future concerns may result in additional disciplinary action, which could include a recommendation for my without pay or a recommendation for the termination of your employment.
Sincerely	
Name Title	
Original: Ce:	Personnel File 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

Yijin Wang

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