



## Letter of Reprimand

Date:

To:

From:

Re:

*(Nature of allegation-what is the problem?)*

*(Findings of fact—List all incidents with dates and actions i.e. verbal, conf. summary, including latest incident)*

*(Conclusions—based on the above information you conclude that....tied to PDAS domain, handbook, Board policy, Code of Ethics, prior directive)*



*(Specific Directive(s)—timeline immediate or by a certain date)*

\_\_\_\_\_  
Administrator signature

\_\_\_\_\_  
Date

I have received a copy of this memorandum and realize that failure to correct the above stated concern(s) may result in further disciplinary action, up to and including termination.

I understand that my signature does not necessarily indicate that I agree with its contents. I further understand that I have a right to respond within 10 working days if I disagree.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature, if needed

\_\_\_\_\_  
Date