



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 T-TESS 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