

Guide for Creating a Letter of Reprimand

No two letters will be the same because each employee disciplinary issue is different – there are different “for cause” reasons, different issues, different history, different nuances. This is your letter and should reflect your interests as a supervisor. The letter should be clear, objective, without hyperbole, and printed on school letterhead. As you review what you have written be sure the following key elements are included:

- Details of the issue are included (what happened and the history)
- A statement indicating the letter is a written reprimand
- “For Cause” reason is identified
- Consequences are stated
- Employee signature line and acknowledgement statement are included

You are required to have HR review any letters of reprimand before delivery to the employee.

Below is a step-by-step guide for your use (*note that examples are in italics*)

1. **Date** – This should be the date you intend to meet with the employee to give him/her the letter
2. **Name** – First and Last Name of Employee
3. **Address** – Employee’s home address (but deliver the letter in person)
4. **Salutation** – It may be best to be more rather than less formal (*e.g. rather than Dear John, write John Doe:*)
5. **First Paragraph** – Describe the circumstance or incident that warrant disciplinary action.

On May 15, 2021, it was reported to me that you yelled at your students saying, “I can’t believe you didn’t get this after all the review we’ve done on this subject.” When we visited, you confirmed that you yelled at them and stomped your foot.

6. **Second Paragraph** – There are potentially two parts to the second paragraph:
 - a) Tell the employee this is not acceptable and why it is not acceptable

Yelling and stomping your foot at students is not acceptable and will not be tolerated. It is our responsibility as educators to create a positive learning experience for students.

- b) If there is past history, recount it and tell what action you took at that time

This is not the first time I’ve had to talk to you about similar concerns. In January 2021, you stalked out of your classroom and slammed the door during a discussion with your students. At that time, I warned you verbally about your unacceptable behavior.

7. **Third Paragraph** – There are two parts to the third paragraph:
 - a) Identify the letter as a written reprimand and specify the “For Cause” issue(s). See excerpt from DSD Policy 2HR-004 defining and identifying “For Cause” conduct.

Consequently, I am giving you this is written reprimand for violations of the “Davis School District Employee Code of Ethics.”

- b) State the behavior(s) at issue

Specifically, you yelled at the students for doing poorly on a test

8. Fourth Paragraph – There are potentially two parts to the fourth paragraph:

a) Tell the employee the District’s and your expectations

As specified in the “Davis School District Code of Ethics,” employees are to treat students with dignity and respect, and promote a safe, nurturing, and positive school and work environment. I expect you to act positively and professionally.

b) Give directives about future expectations

In the future, you are to refrain from yelling at or demeaning students; and maintain a safe, nurturing, and positive environment

9. Fifth Paragraph – This is the consequences paragraph. You’ll repeat the “For Cause” reason for the warning in this paragraph. (This is bold in the example; do not bold it in your letter).

*By this warning, I give you an opportunity to correct your unacceptable behavior. **Further violations of the “Davis School District Employee Code of Ethics” may result in more severe disciplinary action which may include dismissal from employment with the District.***

10. Sixth and Last Paragraph – Offer assistance and express hope he/she is successful. DO NOT give positive strokes here; remember this is a written warning.

It is my wish that you be successful in all aspects of your job. Please let me know if I can assist you in making the necessary corrections.

11. Closing

- Salutation – *Respectfully,*
- Your Name – Be sure to sign the letter
- Your Title - Principal

12. Cc: - Make sure you copy the District Personnel File (include the employee’s ID Number)

Cc: District Personnel File #XXXXXX

13. Employee Signature Statement

- Deliver the letter personally to the employee
- Have them date and sign it
- Give them a copy of the letter
- Upload a copy to the supervisor log in Encore
- Send a copy to Human Resources for inclusion in the employee’s District Personnel File

I have received a copy of this letter and understand its contents

Employee Signature

Date

14. Proofread and re-write as necessary checking for clarity, content, punctuation, grammar, etc.

15. HR must review every letter of reprimand before delivering the letter to the employee.

SAMPLE LETTER

(from examples used in the “Guide for Creating a Letter of Warning”)

July 5, 2021

Mr. John Doe
123 Freedom St
Farmington UT 84025

Mr. Doe:

It was reported to me on May 15, 2021, that you yelled at your students saying, “I can’t believe you didn’t get this after all the review we’ve done on this subject.” When we visited, you confirmed that you yelled at them and stomped your foot.

Yelling and stomping your foot at students is not acceptable and will not be tolerated. It is our responsibility as educators to create a positive learning environment for students. This is not the first time I’ve had to talk to you about similar concerns. In January 2021, you stalked out of your classroom and slammed the door during a discussion with your students. At that time, I warned you verbally about your unacceptable behavior.

Consequently, I am giving you this written reprimand for violations of the “Davis School District Employee Code of Ethics.” Specifically, you yelled at the students for doing poorly on a test.

As specified in the “Davis School District Code of Ethics,” employees are to treat students with dignity and respect, and promote a safe, nurturing, and positive school and work environment. I expect you to act positively and professionally. In the future you are to:

- Refrain from yelling at or demeaning students.
- Maintain a safe, nurturing, and positive environment.

By this warning, I give you an opportunity to correct your unacceptable behavior. Further violations of the “Davis School District Employee Code of Ethics” may result in more severe disciplinary action which may include dismissal from employment with the District.

It is my wish that you be successful in all aspects of your job. Please let me know if I can assist you in making the necessary corrections.

Respectfully,

Joe Smith
Example School Principal

Cc: District Personnel File #12345

I have received a copy of this letter and understand its contents.

Employee Signature

Date