

**(SAMPLE LETTER 6)**

**(DATE)**

**(NAME OF EMPLOYEE)  
(ADDRESS)**

Dear \_\_\_\_\_:

This letter is to inform you that your actions involving you and \_\_\_\_\_ (student) (*explain the reason for the notice*) on \_\_\_\_\_ (date) are inappropriate. This letter serves to document our conversation concerning this matter and provide you with an opportunity to correct your inappropriate conduct.

Based on my assessment of the facts and circumstances it is clear ~~that of~~ your actions (*Summarize the problem or series of events that have warranted this warning.*)

You will be expected to refrain from this type of conduct in the future. You are reminded that further incidents of this nature could result in additional disciplinary action being taken against you. Should you have any questions about this directive or any other concerns relating to this matter, please do not hesitate to contact me, so that I can assist you or direct you to the appropriate resources.

The district is not initiating any criminal charges against you at this time. However, the parent/legal guardians retain the right to do so, separate and apart from Richland One.

Should you wish to have your written response included in your personnel file, please send it to me with your request that it be placed in your personnel file. Should you wish to appeal this disciplinary action, ~~please write to the superintendent who will arrange a time for you to present your appeal,~~ please follow the grievance procedures as outlined in Policy GBK.

Sincerely,

(HR director's name)  
(Title)

cc: ~~(Superintendent)~~  
(District's legal counsel)  
(Personnel file)

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I acknowledge that I was provided with an opportunity to read this letter and understand that by signing this letter, I do not waive my right to attach a response to this letter or forfeit any other rights that I might have. I understand that this document will be filed in my personnel file ~~at the central office~~ in Human Resource Services.

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness signature (if employee refused to sign)*

\_\_\_\_\_  
*Date*

**Note: This letter will be placed in the employee's personnel file.**