

(SAMPLE LETTER 7)

(DATE)

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

Dear _____:

This letter is to inform you that your actions involving (specify what the employee did that was improper) constitutes unacceptable conduct.

Based on your response and the circumstances surrounding this incident, it has been determined that your conduct is unacceptable. A review of the circumstances surrounding (specify that event or series of events and explain the problem in enough detail to clearly identify the “incident” and the circumstances leading to the letter of reprimand) indicates that you must take immediate action to correct your conduct. *(explain the corrective action needed by the employee to prevent further disciplinary action.)*

You are formally reprimanded for your actions and hereby notified that your conduct must change immediately. You are reminded that you have the right to respond in writing to this letter and have your response placed in your personnel file. You are also reminded that continued conduct of this nature may result in further administrative action against you.

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 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