



Form
4118.1

PERSONNEL
LETTER OF REPRIMAND

Name: _____

Letter of Reprimand for nature of violation

Date of Occurrence: _____

State exactly when, where, and what occurred and how/what the person did violated your policies and/or regulations. Write that this type of behavior will not be tolerated. If it occurs again, further disciplinary action may result up to and including termination or non-renewal.

Employee Signature Date

Principal Signature Date

If the employee refuses to sign the document, just note it on the form he/she refused to sign.

Note: This form can be modified to be applicable to other employees (i.e. secretary, guidance counselor).