Letter of Reprimand Sample

(Date)

To: *(Employee’s Name)*

From: (*Principal’s Name), (School Name) Principal*

Subject: *Letter of Reprimand*

This Letter of Reprimand is being issued to you as a result of your continued inappropriate behavior and work performance concerns.

At the beginning of the 2012-2013 school year I discussed with you that you were spending an inappropriate amount of time loitering in the cafeteria and kitchen areas which impacted negatively the amount of time you spent on your custodian duties. You responded to this feedback and showed initial improvement.

On October 22, 2012, the head custodian discussed performance concerns with you including not meeting cleaning expectations. You responded unprofessionally to the feedback including the use of inappropriate language. This was brought to my attention and I informed you that the use of inappropriate language was not acceptable. Since October 2012 the head custodian has had two additional documented discussions with you about not meeting cleaning expectations, with the last discussion occurring on Feburary 6, 2013. While not meeting cleaning expectations, you did exhibit the use appropriate language while discussing the performance issues.

On November 12, 2012, I was contacted by the warehouse manager that you could not be found to assist with a scheduled chair delivery and could not be contacted by radio. You were not carrying your radio as instructed. This negatively impacted the warehouse workload and deliveries to other district buildings as the delivery could not be completed in a timely manner. I addressed my concerns with you about this and instructed you to be available to help with deliveries as well as carry your radio for communication.

In December 2012 I was made aware that you had made inappropriate comments to the daycare center employees. I addressed this with you immediately and to date have not received any additional concerns regarding inappropriate comments from the daycare center supervisor.

Today, February 12, 2013, I received feedback from the food service manager that you were acting inappropriately in the kitchen/cafeteria area including making inappropriate comments about the “ABC” and singing “XYZ” to her. This is unacceptable.

In conjunction with your letter of caution dated August 10, 2011, this shows a repeat pattern of unprofessional and inappropriate behavior as well as concerns about not meeting cleaning expectations.

Please understand that this letter of reprimand acts as a final warning. Any future occurrences of inappropriate behavior or failure to meet performance expectations may lead to further disciplinary action up to and including termination.

Respectfully,

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(Principal’s Name), (School Name) Principal (Employee’s Name) Acknowledgement of Receipt