

Example of letter of reprimand



**Panther High School
Texas Independent School District
5000 Market Blvd.
Troop, TX 76110**

817-555-5000 (Voice)

817-555-5050 (Fax)

DATE: 31 March 2009

TO: Mr. Bob Teacher

FROM: Mr. Administrator

RE: Letter of Reprimand

On 10 March 09 I placed a Letter of Concern, dated 6 March 09, in your mail box and emailed you a reminder at 0823 hours of the same day. As instructed, you were to sign a copy and return the signed copy to me. As of this date, I have not received a signed copy of that letter.

The aforementioned Letter of Concern addressed the meeting I had with you on 23 February 2009 regarding class rules, procedures, safety, and a class syllabus including the grading policy; these were all due to me on 2 March 09. On 11 March 2009 you turned-in a document that addressed general safety rules. To this date, I have not received a copy of your syllabus, including grading policy or your class procedures. Your disregard or refusal to comply with directives from an administrator is considered insubordination and can result in further action taken against you.

You are therefore directed to comply with directives given you by an administrator. You are also directed to turn-in the required documents by 1545 hours (3:45PM) on 2 April 2009.

Thank you for your cooperation in this matter.

Copy: personnel file, Department Chair

I have received a copy of this memorandum. I understand that my signature does not necessarily indicate that I agree with the contents. I further understand that I have the right to respond within ten working days if I disagree.

Signature: _____

Date: _____