(SCHOOL LETTERHEAD)

CEASE AND DESIST LETTER – Adult to Adult

(DATE)

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

This CEASE AND DESIST ORDER serves as your final warning to discontinue all unprofessional and unwanted conduct towards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This behavior is causing disruption to the learning environment. Therefore, if action is not taken by you to cease and desist IMMEDIATELY, you will be subject to job action up to and including termination of employment in accordance with DP316NEG – Orderly Termination – Licensed. The cause for your termination will include:

* Insubordination
* Conduct which may be harmful to student or the district
* Repeated violations of District policy
* Unprofessional conduct not characteristic of District employees
* Any reason that the District in its sole discretion deems reasonable and appropriate…

This ORDER will remain in effect for the remainder of the \_\_\_\_\_\_\_\_\_\_ school year and includes the following directives:

* Participate in mediation with Principal \_\_\_\_\_\_\_\_\_\_\_\_\_ AND IMMEDIATELY follow the directives below:
* There will be no physical nor verbal contact between the two of you – (IF APPLICABLE)
* Any necessary communication between the two of you must be exchanged through Principal \_\_\_\_\_\_\_\_\_\_ (IF APPLICABLE)
* (Describe how the employee is to conduct himself/herself during PLC meetings (IF APPLICABLE))
* Conduct yourself in a professional manner
* Treat all colleagues with respect
* Be a part of the solution and not part of the problem

Again, this is your FINAL WARNING regarding this CEASE and DESIST ORDER. If you believe a change of assignment is necessary, you may consider attending the Teacher Transfer Fair on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please let me know if there is anything more I can do to support you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Principal

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Your signature below indicates you received a copy of this CEASE AND DESIST ORDER effective IMMEDIATELY and understand this is your FINAL WARNING. Choosing to dismiss this warning will place your job in jeopardy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

Xc: HR Personnel File