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| LETTERHEAD | SAMPLE |

To: (Part Time Employee)

From: (Principal)

Date:

Re: Written Warning – Job Performance

(State the Problem)

This memo will serve as written documentation in response to multiple student and parental complaints I received regarding a situation where you ………………………………… on March 4, 2020. This situation occurred in front of multiple students and I consider your actions to be unacceptable.

(Present the Evidence & Policy Violations)

In accordance with District Policy AA418, *“Students requiring discipline are to be dealt with in a professional and objective manner, without undue emotional display.”*

(Outline the Directives)

The following directives are to begin immediately:

* You must model respect and provide a positive environment at all times. You must treat student problems fairly, with patience and concern.
* You must address the concern at hand immediately and take steps to remedy the situation with all students involved.

(Evaluate Job Performance)

I will continue to monitor your job performance with the expectation you will improve and that the situation will be remedied. If you choose not to follow these directives, your employment at (School name) will be terminated.

(Kindness Message)

It is my sincere desire to assist you to be successful in your position here at (School name). Please let me know if there is anything further I may do to assist you.

(Secure the Signatures)

Your signature below indicates you have received a copy of this memo. You also are aware that all policies may be found on the District’s website.

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Employee Date