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| LETTERHEAD | SAMPLE |

To: (Part Time Employee)

From: (Principal)

Date:

Re: Written Warning – Negative Attitude

(State the Problem)

This is a letter of concern about your performance. Your conversation often turns to complaining. You complain to the point that it is having a negative effect on the work place. This makes it difficult for the work place to be productive and inviting.

(Present the Evidence)

The following are instances of your negative attitude or complaining.

* Date
* Date

(Outline the Directives)

This letter of concern is to notify you that this unprofessional conduct must not happen again.

The following directives are to begin immediately:

* I am directing you to act in a professional manner and cease your complaining attitude.
* If you have specific concerns, please discuss those with your supervisor or with an administrator.
* You must model respect and provide a positive environment at all times. You must treat student problems fairly, with patience and concern.

(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