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| Letterhead | SAMPLE |

To: (Part Time Employee)

From: (Principal)

Date:

Re: Written Warning – Employee Relations

(State the Problem)

During our conversation today, I reviewed with you my concerns regarding your performance, specifically your interactions with others, your decision-making ability and your tendency to spread inaccurate information. I am documenting our conversation in this letter and am providing you specific directives to improve.

(Present the Evidence & Policy Violations)

* In April, I observed you making comments about a fellow coworker regarding her abilities in serving our students. You acknowledged your error but I am concerned that you would make these comments in front of others who should not be involved.
* It has come to my attention that you have caused undo concern by spreading a rumor that we might be doing away with libraries altogether.
* On April 22,2019, you sent out a letter to the faculty concerning RISE opt in without consulting with me first.

(Outline the Directives)

The following directives are to be followed immediately:

* If you have concerns about processes or procedures at our school, you are directed to discuss those with me directly.
* Matters concerning scheduling, school-wide communication with parents and/or teachers and school procedures must be approved and sent by school administration only.
* You are not to talk negatively about coworkers or patrons. If you have concerns, you are directed to discuss your concerns with me.

(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