

Template 2 – Unpaid Leave

Employee name
 School/Department

RE: **Letter of Reprimand**

Dear:

You have been absent on the following dates within the last __ (year, month, etc.) __:

In discussions with you about your continued absenteeism without pay, you were directed to take measures to correct occurrences of absenteeism. Punctual and regular attendance is an essential function of your job. You continue to be absent from your job and as such this letter of reprimand is being issued for excessive absenteeism and failure to comply with the Corrective Action Plan dated _____.

You have been given ample opportunity to conform to acceptable standards. Consider this letter of reprimand as official notice that any further incidents of absenteeism will be considered willful absenteeism and I will recommend that your employment with the Flagler County School District be terminated. This letter will be placed within your personnel file.

 Date

I have been advised of the contents of this Letter of Reprimand. I understand that my signature indicates receipt of the document only and does not indicate my agreement/disagreement with the contents.

 Date

Cc: Personnel File