



Letter of Reprimand (LOR)

Date: _____

Time: _____

Staff's Name: _____

Signature: _____

This letter of reprimand (LOR) was created due to the following reason:

- Conduct
- Absenteeism
- Professionalism
- Other: _____
- Verbal Report
- Complaint
- Tardiness
- Not meeting expectations
- Written Report

Details: _____

Director/ Administrator's Signature: _____

Date: _____



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