



Letter of Reprimand (LOR)

Date: _____

Time: _____

Staff's Name: _____

Signature: _____

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

- | | |
|--|---|
| <input type="checkbox"/> Conduct | <input type="checkbox"/> Complaint |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Professionalism | <input type="checkbox"/> Not meeting expectations |
| <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Verbal Report | <input type="checkbox"/> Written Report |

Details: _____

Director/ Administrator's Signature: _____ Date: _____



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