



# NEWCASTLE PUBLIC SCHOOLS

## Written Admonishment to Support Employee

On this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ received this  
admonishment: \_\_\_\_\_ Employee Name

### Area of Deficiency

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### Steps for Improvement

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Deadline for Improvement to be Completed: \_\_\_\_\_

### Notification

The Employee was informed that the Employee's failure to correct the conduct described above could result in further disciplinary action including a recommendation for termination of employment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

I hereby acknowledge that I was informed of the misconduct and corrective action described above. I further acknowledge receipt of a copy of this admonishment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature