
Board or State Association

Address

City

State

Zip

**Sample Letter of Reprimand/
Letter of Warning**

RE: Letter of Reprimand (or Letter of Warning), Case _____

Dear _____:

The Board of Directors met on _____ to consider the above-referenced case. It was the decision of the
Date
Board of Directors to confirm the finding of a violation of Article(s) _____ of the Code of Ethics
Article(s)
and the discipline recommended by the Hearing Panel.

Pursuant to the discipline imposed, you are to remit a \$250 fine to be paid by _____ and
Date
attend _____ by _____,
Specific Name of Education Course Date
providing the Board with proof of completion of the course. Failure to pay the fine or attend the course as stipulated will result in

Insert whatever additional discipline will automatically be imposed as recommended by the Hearing Panel and approved by the Board of Directors

This letter is to be construed as an Official Letter of Reprimand advising of a lack of professional conduct as determined by a due process hearing of the Professional Standards Committee and affirmed by the Board of Directors (or this letter is to be construed as an Official Letter of Warning advising of a lack of professional conduct as determined by a due process hearing of the Professional Standards Committee and affirmed by the Board of Directors. Future similar conduct could result in more severe sanction).

Upon completion of the discipline imposed by the time specified above, this matter will be considered closed.

Sincerely,

President (or Professional Standards Administrator)

NOTE: The second paragraph of this letter is an example; a letter of reprimand or warning may be the only discipline imposed. Likewise, the third paragraph of the sample letter could be deleted if no letter of reprimand or warning is issued when informing the parties of the Board of Director's final action.