

Date: \_\_\_\_\_

Name: \_\_\_\_\_

This letter documents your  tardiness to  
 absence from  
 failure to arrange for complete coverage for

day  
an assigned ambulance training duty on the  night of \_\_\_\_\_.  
Accordingly, it is my duty to issue you this *letter of reprimand*.

Each trainee duty slot is a chance for a trainee to move one step closer to Attendant-In-Charge status. By leaving an available slot unfilled, another trainee may have been denied a chance to take such a step. In addition, I presume that you intend to become an AIC, and AICs are held accountable for their assigned duties.

A copy of this letter will be placed in your squad personnel file and reviewed when you are considered for promotion to AIC.

Should you wish to appeal this action, you must do so in a letter addressed to me. If you have questions concerning this matter or the appeal process, feel free to contact me.

Sincerely,

Assistant Squad Commander

cc: Training Sergeant  
Squad Commander  
Department Personnel File  
Squad Personnel File