

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Letter of Reprimand

This letter serves as a formal reprimand regarding [specific incident or behavior] that occurred on [date of incident]. It has been brought to our attention that [detailed description of the incident or behavior, including any relevant facts and circumstances].

This behavior is in violation of [cite specific company policy, rule, or procedure], which expects [describe expected behavior or performance standards]. Such actions can have a detrimental impact on [team morale, company reputation, etc.].

This reprimand is intended to address the seriousness of this matter and to encourage improvement. Please be advised that further incidents of this nature may result in more severe disciplinary action, up to and including termination of employment.

We expect you to take immediate steps to correct this behavior. As part of this process, you are encouraged to [mention any required actions, such as attending training sessions, meetings with a supervisor, etc.]. Please acknowledge receipt of this letter by signing below and returning it to HR.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

Acknowledgment of Receipt:

I, [Employee's Name], acknowledge receipt of this letter of reprimand on [date].

[Employee's Signature] _____

[Date] _____