

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Position]
[Employee's Department]
[Company Name]

Subject: Formal Censure

Dear [Employee's Name],

This letter serves as a formal censure regarding your recent conduct that has not adhered to the expected standards of our workplace. Specifically, on [date(s) of offense], it was reported that you [describe the offense in detail].

Such behavior is inconsistent with our company's values and policies, particularly [mention specific policy or guideline], and it adversely affects not only your work but also your colleagues and the overall work environment.

We expect you to take immediate corrective action by [outline specific expectations for improvement]. Failure to improve your conduct may result in further disciplinary action, up to and including termination.

Please consider this letter a serious reminder of your obligations to maintain a professional demeanor at all times.

Sincerely,
[Your Name]
[Your Position]