

Formal Reprimand Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Formal Reprimand for Breach of Company Conduct Standards

This letter serves as a formal reprimand regarding your recent conduct that violates our company standards. On [specific date], it was observed that you [describe the specific behavior or incident]. This behavior not only undermines our company values but also disrupts the workplace environment.

Please be aware that adherence to our conduct standards is essential for maintaining a professional and productive workplace. We expect all employees to conduct themselves in a manner that reflects our company values, and your recent actions fall short of these expectations.

This reprimand will be placed in your personnel file. We urge you to take this matter seriously and to make the necessary changes in your behavior moving forward. A follow-up meeting will be scheduled on [insert date] to discuss any support you may need to help you align with our conduct standards.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]