

# Formal Reprimand Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally address a concern regarding your recent behavior/performance at [Company Name]. This letter serves as a reprimand for [specific behavior or performance issue, e.g., failure to meet deadlines, improper conduct, etc.].

On [specific date(s)], it came to our attention that [describe the incident(s) in detail, including any relevant dates, times, and witnesses]. This behavior is not in alignment with the expectations set forth in our company policies.

We take this matter seriously as it affects not only your work but also the overall productivity and morale of the team. As a member of [Company Name], we expect you to uphold the standards of professionalism and responsibility.

Moving forward, we encourage you to [suggest corrective actions or ways to improve, e.g., attend training sessions, communicate with management, etc.]. Failure to improve may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below and returning it to HR.

Thank you for your attention to this serious matter. We are confident that you will take the necessary steps to rectify the situation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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Employee Signature