

Casual disciplinary reminder

Subject: Friendly Reminder

Hello [Employee Name],

I just wanted to reach out about a small but recurring issue weâ€™ve noticedâ€”[mention the issue lightly]. Itâ€™s not a major problem yet, but itâ€™s important that we resolve it before it becomes a bigger concern.

Consider this a gentle reminder rather than a formal warning. We appreciate all the hard work you do and want to make sure we stay on the right track together.

Best,

[Managerâ€™s First Name]

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