

Casual Reprimand Message

Subject: Concern Regarding Workplace Behavior

Hi [Employee Name],

I wanted to bring up some concerns regarding recent behavior and adherence to company guidelines. While this is not formal disciplinary action yet, it is important that you address these issues promptly.

Please take this message seriously and work on improving your conduct. Let's discuss a plan to get back on track.

Thanks,

[Supervisor Name]

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