

Coaching Reprimand Letter

Subject: Feedback and Required Improvement

Dear [Employee Name],

I want to address some concerns regarding your recent work habits. While you have demonstrated potential and dedication, certain behaviors such as [specific issue] need immediate attention.

This letter serves as constructive feedback and a reminder of expectations. We believe in your ability to improve and are here to support your development.

Please schedule a meeting with your manager to create a clear improvement plan.

Best regards,

[Supervisor Name]

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