

Provisional Reprimand Letter

Subject: First-Time Written Reprimand

Dear [Employee Name],

This letter serves as your first formal reprimand concerning [specific issue]. While this is not the final disciplinary step, it is important that you correct the behavior immediately.

Please treat this as an opportunity to align with company expectations and avoid further action.

Sincerely,

[HR Representative Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/employee-reprimand-letter>