Quick and Simple Reprimand Email

Subject: Notice of Misconduct
Hi [Employee Name],
Please be advised that your actions on [date] were not in line with company expectations.
Immediate corrective behavior is expected.
Thank you for your attention to this matter.
Best,

_ - - - -,

[Supervisor Name]

Get more templates here: https://www.lettersandtemplates.com/letters/letter-of-reprimand