

Formal Letter of Reprimand for Workplace Misconduct

Subject: Formal Reprimand Notice

Dear [Employee Name],

This letter serves as a formal reprimand regarding your recent actions on [date/event]. It has come to our attention that [describe behavior or incident], which is a violation of company policies and professional standards.

We expect immediate corrective action to prevent recurrence. Continued misconduct may result in further disciplinary measures, up to and including termination of employment.

Please acknowledge receipt of this letter and confirm your understanding of its contents.

Sincerely,

[Manager/Supervisor Name]

[Position]

[Company Name]

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