

Provisional Reprimand Letter Pending Investigation

Subject: Provisional Reprimand Notice

Dear [Employee Name],

This letter serves as a provisional notice of reprimand regarding the incident on [date]. An internal investigation is ongoing to determine the facts surrounding [brief description].

During this period, you are expected to cooperate fully and maintain professional conduct. This letter does not constitute final disciplinary action but may be referenced in subsequent decisions.

Sincerely,

[HR Manager Name]

[Position]

[Company Name]

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