

Creative and Direct Letter of Reprimand for Missed Deadlines

Subject: Immediate Attention Required – Project Deadlines

Dear [Employee Name],

We’ve observed missed deadlines on [project/task], specifically on [dates]. Timely completion is critical, and repeated delays affect the team and client expectations.

We urge you to review your workflow, prioritize tasks, and ensure deadlines are met. Continued failure may result in formal disciplinary measures.

Sincerely,

[Manager Name]

[Project Lead]

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