

Heartfelt Reprimand Letter for Team Conflict

Subject: Addressing Team Conduct

Dear [Employee Name],

I am concerned about the recent conflict on [date] involving team members. Collaboration and respect are core to our work environment.

Please reflect on your actions and make a conscious effort to foster a positive workplace. Support and guidance are available if needed.

Thank you for taking this seriously.

Sincerely,

[Supervisor Name]

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