

Official HR Reprimand Letter

Subject: Official Notice of Reprimand

Dear [Employee Name],

Following a review of your conduct on [date/incident], this letter serves as an official reprimand. The behavior observed [describe briefly] violates company policies.

You are required to sign and return a copy of this letter acknowledging receipt and understanding.

Further infractions may result in severe disciplinary action, including termination.

Sincerely,

[HR Representative Name]

[Company Name]

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