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]

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