

Formal Letter Addressing Employee Misconduct

Subject: Formal Reprimand for Misconduct

Dear [Employee's Name],

This letter serves as an official reprimand for your recent actions on [specific date or event], which were found to be in violation of company policies and professional conduct standards. Your behavior during [describe incident briefly] was unacceptable and contrary to the expectations outlined in your employment agreement and the employee handbook.

We have reviewed the matter carefully and confirmed the facts through our internal investigation. Your conduct not only disrupted the work environment but also set a poor example for your colleagues. Such actions cannot be tolerated in a professional setting.

You are hereby warned that further violations of this nature will result in more severe disciplinary actions, which may include suspension or termination. We expect immediate improvement and adherence to all company policies moving forward.

Please acknowledge receipt of this letter and submit a written response within [X days], confirming your understanding of this reprimand.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

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