

Written Reprimand Letter

Date:

To:

Position:

Department:

From:

Dear ,

This letter serves as a formal written reprimand regarding your conduct/performance on . Specifically, it has been noted that .

Such behavior violates company policy and is not acceptable. We expect all employees to adhere to established standards and practices.

Future occurrences may result in further disciplinary action, up to and including termination of employment. We encourage you to take immediate corrective action.

If you have any questions or wish to provide an explanation, please contact me directly.

Sincerely,

Manager/Supervisor

Employee Acknowledgement:

I acknowledge receipt of this written reprimand.

Employee Signature:

Date: