

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
Position: \_\_\_\_\_  
Department: \_\_\_\_\_

**Subject: Formal Reprimand Letter for Policy Breach**

Dear \_\_\_\_\_,

This letter serves as a formal reprimand regarding your recent breach of company policy, specifically [describe the policy or guideline breached]. The incident in question occurred on [date of incident], when it was noted that [description of conduct or behavior that violated the policy].

Your actions are not in alignment with our organization's standards and established protocols as detailed in [reference the relevant policy document, section, or handbook]. Such behavior may have adverse implications, including [briefly mention possible consequences: operational disruption, legal exposure, safety concerns, etc.].

Please consider this letter as an official warning. Future violations of company policy may result in further disciplinary action, up to and including termination of employment.

We expect your immediate adherence to all company policies moving forward. Please arrange a meeting with your supervisor should you require clarification regarding the policy.

Kindly acknowledge receipt of this letter by signing below.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor/Manager      Date