

To: [Employee Name]
Position: [Employee Position]
Department: [Department]

Date: [Date]

Subject: Written Reprimand for Policy Infraction

Dear [Employee Name],

This letter serves as a formal written reprimand regarding your recent infraction of [Company Name]'s policy. On [Date of Incident], it was observed/reported that you [describe the policy violation, including specific details].

This conduct is not in alignment with our company's expectations as outlined in the [Employee Handbook/Policy Name], specifically [refer to section or code if applicable].

As a member of [Company Name], it is your responsibility to adhere to all workplace policies and procedures. This written reprimand will be placed in your personnel file.

Future occurrences may result in further disciplinary action, up to and including termination of employment.

You are encouraged to discuss any questions or concerns with your supervisor or the human resources department.

Sincerely,

[Supervisor/Manager Name]
[Title]

Supervisor/Manager Signature Date

Employee Signature Date

cc: Human Resources
cc: Personnel File