

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Reprimand for Unacceptable Conduct – Business to Employee

Dear :

I am writing in regards to the situation that occurred on Date. {Name} is a company built upon a platform of high standards. These high standards are part of the structure that have made {Name} the successful company that exists today. These high standards apply not only to the company, but also to the employees of {Name}. Your behavior in the said situation is unacceptable. The behavior that you displayed is intolerable and in conflict with the guidelines of this company. I do not expect to see such conduct displayed by you in the future. If you have the desire to act as such again, please permanently remove yourself from the premises.

If you have any comments or questions regarding this letter, please feel free to contact me.

Sincerely,

N A M E