**Date: [DATE]**

**Subject: Reprimand Letter for [XYZ] at workplace dated [DATE**

Dear [Name of the employee],

This letter concerns your unprofessional behavior and serves as a letter of reprimand. We have been looking at your unprofessional behavior for several weeks and have been waiting for the self-correction. However, this letter is a reprimand letter and should be considered as a serious potential to damage your work life and image as an employee.

We have been reported many times that your behavior has been rude and unprofessional not only towards your colleagues and office staff but also towards our clients and customers. Moreover, you use abusive language in the office lounge, crack inappropriate jokes and statements toward your female coworkers, and do not focus on the tasks and assignments given to you. Also, you have been irregular at work, not observing punctuality and office timings.

Please be informed that such actions are not acceptable and we do not bear such an unprofessional attitude. We have strict policies to cater to such issues which, according to our by-laws, can potentially terminate the employee from his employment. Our organization has a good reputation for having a professional and efficient team.

Having said all this, we encourage you to work on yourself and be professional and focused at your work. I have attached a copy of office by-laws related to unprofessional behavior. Read them and correct your behavior. In case of non-compliance, we will take further actions against you which can be a demotion, suspension, or permanent termination from your designation. If you have questions regarding this letter, write to me at [email address]. We expect that this letter will intrigue a positive change in your behavior.

Thank you.

Truly,

[Name]  
[Designation]  
[Company Name]