**Date: [DATE]**

**Re. Letter of Reprimand Seeking Change in Unprofessional Behavior**

Dear [Employee Name],

I have received employee reports from the supervisors of all departments. I am regretful to know that your supervisor is not satisfied with your conduct and performance at the workplace. According to the report, you are non-serious towards office policies and laws made to carry out certain conduct within the office premises.

Our office upholds and gives a lot of importance and weightage to the personal demeanor and conduct of an employee. For us, an employee should behave appropriately with his colleagues and coworkers. He should be diligent in his tasks and assignments. He should be professional, dedicated, and hardworking.

It has been informed to me that you have been demonstrating unprofessional conduct in the office that involves being loud in the office, being inappropriately friendly, complementing female coworkers with inappropriate remarks, not focusing on the given projects or assignments, getting rude to clients with concerns and questions, and not following office timings.

We encourage you to correct your behavior immediately. We will be observing your demeanor in the office closely and if we find no improvement, you will be permanently terminated from the office. If you did not comply with the office rules and not took this letter seriously, it can cause unpleasant outcomes for you. We do not want you to damage your and the organization’s reputation and image. If you have concerns or if you think this letter of reprimand is not justified, visit my office today from [time] to [time].

Thank you.

Sincerely,

[Name]  
[Position]  
[Department]  
[Company Name & Signature]