Letter of Reprimand:

Unprofessional Conduct

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| [Employee Name] | [Company Name] |
| [Employee Job Title] | [Company Address] |
| [Employee Department] | [Date] |
|  |  |

Subject: Letter of Reprimand for Unprofessional Conduct

Dear [Employee Name],

This letter serves as an official reprimand for your recent unprofessional conduct. On [insert date], you were observed and reported to have exhibited [disrespectful, abusive behavior towards a customer]. Such behavior is inappropriate and does not align with the standards of conduct expected from employees at [The Holding Company].

Your unprofessional conduct has harmed the company’s reputation among its clients. All employees must maintain a professional demeanor to promote a respectful and productive work environment and good client relationships.

Effective immediately, you are expected to make the following changes:

1. Avoid using inappropriate language or engaging in improper behavior towards colleagues, clients, and customers.
2. Treat all individuals with respect and courtesy, adhering to the company’s standards of professionalism.
3. Meet with HR to determine an appropriate course of action to support anger management training.

Failure to adhere to these expectations may result in further disciplinary action, up to and including termination of employment.

We are committed to supporting you in meeting these expectations. Should you require any assistance or resources, such as training on professional communication, please do not hesitate to contact the Human Resources department. Our goal is to help you succeed and maintain a positive working environment.

Please acknowledge receipt of this letter by signing and returning the attached copy. Your signature indicates you have received and understood the contents of this letter, not necessarily that you agree with it.

Sincerely,

[HR Department Representative Name]

I, [Employee Name], acknowledge receipt of this letter of reprimand and understand its contents.

Handwritten Signature



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