To

[The Recipient]  
[Designation]

**Re. Reprimand Letter for Bad Behavior and Misanthropic Compliments.**

Mr. [NAME],

You have been observed giving misanthropic remarks in the office during general conversations. Moreover, your misogynistic approaches, which have already been realized by many female and male employees, are highly discouraging and disappointing on your part. Usually, the company does not accommodate anyone with such a narrow approach. Our company is social welfare, and we never get such employees in general.

The company has a strict policy to cater to such situations but looking at your good performance at work, we have turned your termination letter into a reprimand letter. We do not promise any further relaxation in this regard.

We always endorse and friendly and open environment in which employees can have a chance to sit and have productive conversations, but we have no tolerance for misanthropy and misogyny in this office. Almost half of our staff is comprised of female workers who have been excelling in their fields. They have contributed a lot to making this company what it is today. The company has a lot of honor and respect for them and cannot stand any inappropriate behavior.

You need to mind your demeanor otherwise we shall be compelled to take further notice and terminate you. We do not want to escalate this matter, therefore, a solemn apology letter to the administration can work.

You are advised to write a letter of apology generically in the name of the whole staff of your department and promise to never use such language for them. If you fail to do so, I am afraid that the company will not be able to keep you from termination. Thanks.

[Your Name]  
[Designation]