To

[The Recipient]  
[Designation]

**Re. Letter of Reprimand for the Unprofessional and Inappropriate Behavior in the Office**

With reference to the subject mentioned above in the letter, I am writing to warn you about the bad behavior you showed in the office. According to the recent reports from your supervisor and other employees, it has been registered that you need to mend your behavior and be more professional at your workplace.

On [DATE], it is reported that you have been using inappropriate and racist remarks toward the employees working here from other communities and non-white people. It is mentioned in the code of office conduct that no one shall give any racist or fanatic remarks about other employees. Our office has zero tolerance for employees with xenophobic thoughts and racist compliments.

You are advised to look into your manners and behave professionally. We always endeavor to make this work one of the most cordial and free of any fanaticism, racism, and bullying. We do not tolerate unprofessional behaviors and the use of inappropriate words against others. To compensate, you are asked to write a letter of apology to the office where you would solemnly promise to never behave this way again.

To reprimand, you are fined $[X] which will be deducted from your [MONTH] salary. In case of further non-compliance, you will be terminated without any notice. We have enclosed more instructions on the general code of conduct with this letter, please have a look and try to inculcate them into your behavior.

[Your Name]  
[Designation]