[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Admonition for misconduct

Dear Mr. /Miss [NAME HERE],

This formal reprimand letter is written to inform you that it has come to our attention that you have been seen violating the employee code of conduct many times. This act was witnessed by many people in the [OFFICE/COMPANY] and caught on the cameras of the building.

You put yourself in a danger after committing the same act this time. The [AUTHORITY] has given you many verbal warnings but you left us with no other option but to give you a strict notice of your behavior. If you commit the same act next time you will be terminated from the [POSITION].

You have a right to discuss this in a meeting if you feel that facts are considerably different than what is stated above.

Please take this advice seriously as our priority is to see our employee’s succeeding. A copy of this reprimand will be placed in your official personnel file.

Regretfully,

[NAME HERE]

[Title]