To

[Recipient Name]  
[Designation]  
[Company Name]

Subject: Reprimand letter for sick leave

Dear Albert,

Yesterday, I found the need for this document to be issued against you when I was informed by your supervisor about the fake sick leave you availed from 15-06-20XX to 20-06-20XX and thereby breaching the rules and regulations of the company. The severity of the matter enraged me, and I was compelled to write you this reprimand letter.

It was observed that you provided the company with a fake prescription and medical certificate in order to avail of the sick leave. It was confirmed by the doctor who was called by our HR department for cross-checking of the medical certificate. He refused to have issued any such certificate for leave purposes during the above-mentioned dates. You were neither bed-ridden nor admitted to any hospital rather found enjoying with your family in the park as reported by reliable resources. Therefore, on account of insubordination and usage of fake medical certificates, the HR department has lodged a complaint against you.

Availing leaves by means of fake documents is a fraudulent activity and treated as misconduct. Such kind of behavior is not tolerated at all in a good organization. Company rules and policies are made for each employee without any discrimination and these are to be followed.

It is clearly mentioned in the company’s code of conduct that any employee found to have involved in using a fake document will liable himself to be terminated from the job immediately. Your offense is bad enough to harm our fame but keeping in view previous hard-working attitude towards work, you are just being reprimanded.

It is expected of you that you will learn something from this letter and refrain from such illegal activities in the future. Being issued with a reprimand or warning letter clearly indicates your level of sincerity with your organization and an accumulation of any of these in your record can debar you from availing perks and privileges offered by the company.

You are hereby advised to provide a written explanation for your misconduct within two days. Failing which can initiate further disciplinary action against you.

Yours truly,

[Name]