To

[Recipient Name]  
[Designation]  
[Company Name]

Subject: Reprimand letter for sick leave

Dear Albert,

This document serves as an official reprimand letter being issued to you in response to the fake sick leave you availed from [mention date] to [mention date] and hence failure to comply with the company’s rules and regulations which have been made for employees to be followed.

I hereby express my displeasure to you on account of producing a fake medical document in order to avail the leave and thereby violating the company’s laws and policies. You have been working with the company for the fifteen years as a senior manager and I believe that you must be well aware of the company’s procedure to deal with such illegal and unethical activity.

The company had full trust in you, but I felt shocked after receiving the information from the HR department that you produced fake medical prescriptions and certificates in order to get leave on medical grounds. It was revealed when your documents were cross-checked for their authenticity by the concerned doctor.

There is no need to remind you that you are working on a crucial position and the company’s wellbeing is heavily dependent on your deeds. You should have set a good example of a positive and sincere attitude for your juniors, but I regret to say that you have involved yourself in illegal activities which would harm the company’s fame. The company has a zero-tolerance policy for such activities. Moreover, this is a breach of your entrusted managerial role.

There is no exaggeration in saying that you have lost your trust. Through this letter, you are hereby reminded that such offenses resulted in the termination of contracts immediately. On account of producing fake documents, breaching the company’s rules, and thereby involving in illegal activity, you have also made yourself liable to be rewarded the same punishment. It has been rightly said by somebody that “There is always room for improvement” and I want to give you a chance to rectify your mistake. Keeping in view your services for the company, you are just being issued this reprimand letter.

You are also warned that any further breach would result in termination from the job immediately. Therefore, assure us in writing that such illegal and fraudulent action would never be repeated.

Yours truly,

[Name]