Mr. Joe  
Manager, Accounts Department  
ABC International

Dated: 12 July, 20XX

Subject: Reprimand letter to employee for disrespectful behavior to boss

Dear Joe,

From the past few days, there has been an invariable change in your behavior. It is not your nature, but you are somehow violating the code of conduct. Last week you messed up with your co=worker for no reason and on another event, you displeased a client by being disrespectful.

We had earlier warned you verbally of your action but this time you have certainly crossed your limits. Last week when you were called by your boss for the final report presentation which you had not completed by the due date, upon asking the cause of delay, you had kicked off the chair, you had thrown the incomplete report and lastly, you had left the room by slamming the door hard. All these events are very upsetting as well as inappropriate. Your behavior is harming the working environment which is certainly not acceptable.

Joe. You have been a wonderful person to work with. Your hard work did not go unrecognized as you were granted a raise in salary last month. We do not wish to lose you but if continue to deliver the same attitude then serious action will be taken against you.

We hope that you fully understand the situation and respond in a positive way.

Yours Sincerely

Mr. Gree

CEO  
ABC International.