To: Name of the employee

From: Name of the employer

Date: ------------------

RE: Warning for violation of agreement clause #[X]

Dear (name of the employee),

This is an official reprimand letter for you because you fail to perform the assigned duties. It has been brought to my notice that you do not show compliance with the rules and policies of the company. You have been seen leaving the workplace earlier than the time we have set for you to leave.

Following the timings of the company is extremely important for an employee in order to serve the company and customers in a better way. When you leave your workplace early, you entail inconvenience to all your co-workers. Furthermore, leaving earlier also means that you don’t respect the rules of the company.

We have sent verbal warnings to you for this behavior many times in the past. We have seen that the verbal warning is not able to bring any change into your behavior of leaving early. Therefore, we are sending you a reprimand letter so that it can remind you of the seriousness of the matter.

Continuing this problem will result in strict disciplinary action against you. You may also end up getting terminated from the company.

A copy of this reprimand letter will be kept in your file. You can also write us the response so that we can attach it with this reprimand letter as proof.

Regards,

Your name