

To: [Employee Name]

From: [Supervisor Name/HR Department]

Date: [Insert Date]

Subject: Formal Reprimand: Inappropriate Language on Corporate Communication Channels

Dear [Employee Name],

This letter serves as a formal reprimand regarding your recent conduct on [Insert Channel Name, e.g., Slack, Microsoft Teams, Email]. It has been brought to our attention that on [Insert Date], you utilized language that is considered inappropriate, unprofessional, and in violation of our company's Code of Conduct.

Specifically, the following incident occurred: [Briefly describe the incident/quote the language used].

As per the [Company Name] Employee Handbook, all staff members are expected to maintain a professional demeanor and use respectful language at all times when using corporate tools. Such behavior is disruptive to the workplace environment and does not align with our core values of professional integrity and mutual respect.

This letter will be placed in your permanent personnel file. We expect an immediate and sustained improvement in your communication style. Please be advised that further instances of inappropriate conduct or failure to adhere to company policies may result in more severe disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received and understood this reprimand.

Sincerely,

[Signature of Supervisor/HR Representative]

[Printed Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand the expectations set forth.

Signature: _____ Date: _____