**Date:** [Insert Date]

**To:** [Employee Name]
**Position:** [Employee Job Title]
**Department:** [Department Name]

**Subject: FORMAL REPRIMAND - UNPROCESSABLE LOITERING DURING WORKING HOURS**

Dear [Employee Name],

This letter serves as a formal reprimand regarding your conduct during working hours. It has been observed and documented that you have been frequently loitering in [mention area, e.g., break rooms, hallways, other departments] during times when you are expected to be at your workstation performing your assigned duties.

Specifically, on [Date] at [Time], you were observed [describe specific incident]. This behavior was previously discussed with you informally on [Date of previous verbal warning], yet the issue persists.

Loitering during work hours negatively impacts team productivity, disrupts the workflow of your colleagues, and violates company policy regarding professional conduct and time management. As an employee, you are expected to devote your full attention and effort to your responsibilities during your scheduled shift, excluding designated break periods.

**Required Action:**
Effective immediately, you are required to remain at your designated workstation and perform your job duties during working hours. You must adhere to the official break schedule. Further instances of loitering or unauthorized absence from your work area will result in more severe disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file. We trust that you will take this matter seriously and improve your professional conduct immediately.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]

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**Employee Acknowledgment:**

I acknowledge that I have received a copy of this reprimand and have had the opportunity to discuss it with my supervisor.

Signature: _____ Date: _____