



Dear INSERT NAME,

Our mission is to create a perfect party experience for all events across the spectrum. To do this, we need all employees to be on board and working together to make everything perfect.

This is an official written reprimand for your failure to perform the functions of your position appropriately to (whatever they did wrong). (Write a sentence or two specifying their wrong actions and say where it says in the handbook they are wrong).

We believe that this problem can be solved by, (insert suggestion). (Explain why suggestion would be helpful/effective).

Going forward, we hope to not have to deal with this problem again. But if said problem does arise again, appropriate actions will be immediately taken. (Insert the punishment)

We are so happy to have you working with us and can't wait to continue a great year.

Sincerely,

Human Resources Department