

## Reprimand Letter Sample Format:

From:

Date:

Re: Letter of Reprimand

This is an official written reprimand for your failure to perform the functions of your position appropriately to safeguard the confidential knowledge you have acquired about the employees who report to you. Revealing information, that was shared with you in confidence by an employee, to other employees, is a violation of the confidentiality rights of the employee.

It is also a breach of your expected and entrusted managerial role. In fact, even if the employee had not specified that the information shared with you was confidential, discussing employee business with another employee, under any circumstances, is a failure on your part to perform your expected management role. The severity of your actions justifies disciplinary action up to [employment termination](#).

You have received verbal counseling for an earlier offense in which you revealed confidential information entrusted to you by an employee. With this letter of reprimand, I am reminding you of the critical importance of safeguarding confidential information that your role requires.

I am also reminding you of the critical importance that your exercise of dependable good judgment as an employee entrusted with management responsibilities requires. Because of your position, further diligence in carrying out your responsibilities is required for the future.

Another breach in our confidence in your ability to carry out any of your expected managerial roles will result in additional disciplinary action up to and including the possibility of employment termination.

A copy of this reprimand will be placed in your official personnel file.

Signature:

Supervisor Name:

Date:

