**From**: Juan López

Indy Electricity

2741 Aylin Forge

Jeniferfort, Delaware 09741

03/10/2023

**To**: Kevin Hart

77599 Wisozk Fords Apt 088

Jeniferfort, Delaware 09741

Dear Mr. Hart,

This is a formal reprimand for your behavior in the office. You have displayed disrespectful behavior towards your peers on numerous occasions.

We have already notified you in advance. We have also given you time to reflect on your attitudes and consider what steps you can take to help create a professional and pleasant office environment.

However, your aggressive behavior continues. During the meeting yesterday, your conduct was unprofessional and disrespectful to your colleagues.

You have two weeks to correct this. However, if you do not show progress soon, we will end your contract even before those two weeks.

We will leave a copy of this written reprimand in your personnel file at Human Resources.

We ask that you take this admonition seriously.

Sincerely,

Juan López.