

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Letter of Reprimand - Unethical Cross-Selling Tactics

Dear [Employee Name],

This letter serves as a formal reprimand regarding your recent conduct concerning sales practices. It has come to the attention of management that you have engaged in unethical cross-selling tactics that violate our company's Code of Conduct and Sales Integrity Policy.

Specifically, on [Date/Period], the following actions were identified: [Detailed description of the incident, e.g., adding unauthorized products to client accounts, misrepresenting product bundles, or high-pressure tactics].

These actions are considered a serious breach of trust and professional ethics. Such behavior compromises our commitment to customer transparency and risks damaging the reputation of [Company Name]. Our policy requires that all cross-selling opportunities be based on genuine customer needs and fully informed consent.

Effective immediately, you are required to:

- Cease all unauthorized sales practices.
- Complete a mandatory training session on "Ethics in Sales" by [Deadline Date].
- Review and sign the attached Sales Integrity Policy acknowledgment form.

Please be advised that your performance and sales activities will be closely monitored for the next [Number] months. Failure to demonstrate immediate and sustained improvement, or any further violations of company policy, may result in further disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this letter and understand its contents.

Signature: _____ Date: _____