

Feedback on Workplace Conduct

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Feedback on Workplace Conduct

Dear [Employee Name],

I hope this message finds you well. I would like to address some observations regarding your conduct in the workplace that have come to my attention. It is important for us to maintain a professional and respectful environment for everyone.

Specifically, I have noticed the following issues:

- [Detail specific issue #1]
- [Detail specific issue #2]
- [Detail specific issue #3]

While I appreciate your contributions to the team, I believe that addressing these matters is essential for our overall success. I encourage you to reflect on this feedback and consider how we can work together to improve the situation.

I am available to discuss this further if you would like. Please let me know a suitable time for you to meet.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]