

Formal Behavior Assessment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Department: [Department Name]

Subject: Behavior Assessment

Dear [Employee's Name],

This letter serves as a formal assessment of your behavior in the workplace. Over the past [time period], we have observed several instances that require attention and discussion.

Areas of Concern

- [Description of specific behavior #1]
- [Description of specific behavior #2]
- [Description of specific behavior #3]

These behaviors are not in line with our company's values and professional conduct expectations. It is essential to address and rectify these issues promptly.

Next Steps

We would like to schedule a meeting on [insert date] to discuss these concerns in detail and outline a plan for improvement. Please confirm your availability for this date.

It is our goal to support you in your professional growth and to help create a positive work environment for everyone.

Thank you for your attention to this matter. We look forward to our conversation.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]