

Notice of Unacceptable Work Conduct

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice regarding your recent work conduct, which has been deemed unacceptable. Specifically, we have observed the following issues:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Such behavior not only affects your performance but also disrupts the work environment within the team. We expect all employees to adhere to the company's code of conduct and maintain professionalism at all times.

We encourage you to take this opportunity to reflect on your actions and improve your conduct moving forward. Furthermore, we will schedule a meeting to discuss this matter in detail and collaborate on steps for resolution.

Please consider this notice seriously. Continued unacceptable conduct may result in further disciplinary action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]