

# Workplace Conduct Reminder

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you well. I would like to take a moment to remind you about the importance of maintaining professionalism in the workplace. Our company values a respectful and productive environment where all team members can thrive.

Recently, there have been some concerns regarding [specific behavior or incident]. We believe that it is crucial for everyone to adhere to our company policies and uphold a standard of conduct that reflects our core values.

Please take the time to reflect on your actions and how they impact our team's dynamics. We trust you to align with our standards and contribute positively to our work environment.

Thank you for your attention to this matter. If you have any questions or would like to discuss this further, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]