

Professional Behavior Guidance

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Guidance on Professional Behavior

Dear [Employee's Name],

I hope this message finds you well. I want to take this opportunity to address some observations regarding your professional behavior in the workplace. Maintaining a positive and collaborative environment is crucial for our team's success, and I believe that with some adjustments, you can contribute even more effectively.

Specifically, I would like to discuss the following areas where improvement is needed:

- **Communication:** Strive to communicate clearly and respectfully with colleagues.
- **Team Collaboration:** Engage more actively in team discussions and projects.
- **Professionalism:** Be mindful of your conduct during meetings and interactions.

It is important to us that every team member feels valued and respected. I am confident that addressing these points will enhance your performance and relationships within the team.

Please feel free to reach out to me if you wish to discuss this further or if you need support in making these adjustments.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Title]