

Subject: Reminder of Professionalism

Dear [Colleague's Name],

I hope this message finds you well. I would like to take a moment to remind you of the importance of maintaining professionalism in our workplace.

It is crucial that we all adhere to our company's standards and expectations regarding professional conduct. This includes timely communication, respect for team members, and commitment to our shared goals.

If you have any questions or would like to discuss this further, please feel free to reach out to me.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]