

Employee Conduct Issues Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Notification of Conduct Issues

Dear [Employee Name],

We are writing to formally address some concerns regarding your conduct in the workplace. It has been observed that [describe specific behavior or incident(s)]. This behavior does not align with our company's standards and expectations.

We believe in maintaining a positive work environment and are committed to addressing these issues promptly. We would like to discuss this matter further with you and explore ways to improve the situation.

Please arrange a meeting with me at your earliest convenience to discuss this matter further. Your cooperation and attention to this issue are greatly appreciated.

Thank you for your understanding.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]