

Subject: Notice of Breach of Conduct

Dear [Employee's Name],

We are writing to formally address a concern regarding your conduct in the workplace. On [date], it has come to our attention that you were involved in an incident that is not in line with our company's standards and policies.

The specific issue relates to [briefly describe the conduct breach]. This behavior is in violation of [reference the relevant company policy or code of conduct].

We take such matters seriously, and it is important to understand the implications of this conduct. As a result, we will be conducting a meeting on [date] at [time] to discuss this matter further. Your presence is required.

Please be prepared to discuss the situation. We encourage open communication and would like to understand your perspective on this incident.

Thank you for your attention to this serious matter. We look forward to resolving this issue in a constructive manner.

Sincerely,
[Your Name]
[Your Position]
[Company Name]