

# Employee Behavior Concern Report

**Date:** [Insert Date]

**To:** [Manager's Name]

**From:** [Your Name]

**Subject:** Employee Behavior Concern Report for [Employee's Name]

Dear [Manager's Name],

I am writing to formally report a concern regarding the behavior of [Employee's Name]. This behavior has been observed on multiple occasions and has potential implications for team dynamics and workplace environment.

## Details of the Concern:

- **Date:** [Insert Date(s) of Incident]
- **Description of Behavior:** [Provide a clear and factual account of the observed behavior]
- **Impact on Team/Workplace:** [Explain how this behavior affects the team or organization]

We value a positive work environment and believe that addressing this matter is essential for the well-being of our team. I recommend that this situation be assessed further and appropriate actions taken to resolve the issue.

Thank you for your attention to this matter. I am available to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]