

Employee Misconduct Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Notification of Misconduct

Dear [Employee's Name],

This letter is to formally notify you of a recent incident of misconduct that was brought to our attention on [insert date of incident]. It has been reported that you [briefly describe the misconduct, e.g., displayed inappropriate behavior, violated company policy, etc.].

At [Company Name], we take such matters seriously, and we have conducted a thorough investigation into the incident. Based on the findings, we believe that your actions have [mention the impact of the misconduct, e.g., disrupted the workplace, violated trust, etc.].

As a result of this incident, we would like to schedule a meeting to discuss this matter further and outline the next steps, which may include disciplinary actions. Please be prepared to discuss your perspective during this meeting.

The meeting is scheduled for [insert date and time] in [insert location or specify if it will be virtual].

We hope to resolve this matter promptly and maintain a positive work environment.

If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]