

Employee Behavior Expectations

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Expectations of Professional Conduct

Dear [Employee's Name],

As part of our commitment to fostering a positive and productive work environment, it is important to reiterate our expectations regarding employee behavior. We believe that adhering to these guidelines is essential for maintaining teamwork and morale within our organization. Please take a moment to review the following expectations:

- Treat all colleagues with respect and courtesy.
- Communicate effectively and professionally, both in writing and verbally.
- Adhere to company policies and procedures at all times.
- Demonstrate accountability and take responsibility for your actions.
- Collaborate and support team members to achieve common goals.

We trust that you will continue to uphold these standards as part of your role within the team. Should you have any questions or require clarification regarding these expectations, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]