

# Staff Conduct Review

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves to formally address the conduct review following the incident that occurred on [insert date of incident]. We take these matters seriously and it is important to maintain a professional and respectful work environment.

Details of the Conduct in Question:

- [Describe specific conduct or incident]
- [Include any relevant dates, times, and witnesses]

As part of our review process, we would like to discuss this matter further with you. We believe it is essential to provide all parties the opportunity to present their perspective.

Please schedule a meeting with [insert name or title of person conducting the review] by [insert deadline for scheduling the meeting]. Your presence is crucial in this discussion.

We appreciate your understanding in this matter and look forward to resolving this issue constructively.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]