

# Workplace Behavior Clarification

**Date:** [Insert Date]

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

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

**Subject:** Clarification of Workplace Behavior

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to address some observations regarding recent behavior in the workplace that I believe requires clarification.

Specifically, I have noticed [insert specific behavior or incident], which has raised some concerns among the team. It is essential for us to maintain a professional environment where all team members feel respected and valued.

Please consider this letter as an opportunity to discuss the situation further. It is our collective goal to foster a positive work culture, and your cooperation is vital in achieving this. I would like to invite you to a meeting on [insert date and time] to discuss this matter openly and openly reflect on how we can move forward together.

Thank you for your attention to this important matter. I look forward to our conversation.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]