

# Notification of Inappropriate Behavior

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Title]

Subject: Notification Regarding Inappropriate Behavior

Dear [Employee's Name],

I am writing to formally notify you regarding a matter that has been brought to my attention concerning your behavior in the workplace. It has been reported that your actions on [insert date or time frame] were inappropriate and not in line with our company's standards and code of conduct.

Specifically, [briefly describe the behavior and any relevant details]. This behavior affects not just the environment of our office but also the morale and well-being of your colleagues.

We take such matters seriously, and it is important to address them promptly. I would like to discuss this with you further and encourage you to share your perspective on the situation. Please arrange a meeting with me at your earliest convenience.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]