

Report on Discourteous Conduct of Staff Member

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Title]
[Insert Company/Organization Name]

Dear [Recipient Name],

I am writing to formally report an incident involving discourteous conduct exhibited by [Staff Member's Name], a [Staff Member's Position] on [Insert Date of Incident].

During [briefly describe the setting and context, e.g., a meeting, a customer service interaction], [Staff Member's Name] displayed behavior that was unprofessional and disrespectful. Specifically, [describe the conduct, such as tone of voice, language used, attitude, etc.]. This incident not only affected the immediate atmosphere but also left a negative impression on others present, including [mention any witnesses if applicable].

I believe addressing this matter is crucial for maintaining a professional environment and preserving our organization's values. I recommend that appropriate measures be taken to provide guidance to [Staff Member's Name] on expected conduct.

Thank you for your attention to this important matter. I am available for further discussion should you require additional details.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]