

# Behavior Documentation Letter

Date: [Insert Date]

To: [Staff Member's Name]

From: [Supervisor's Name]

Subject: Documentation of Behavior Issues

Dear [Staff Member's Name],

This letter serves to formally document recent behavioral issues observed on [specific dates or incidents]. It has come to my attention that [describe the behavior issues, providing specific examples and contexts].

The behaviors noted are concerning as they [explain the impact of the behavior on the team, workplace environment, or company policies]. We value a respectful and productive workplace, and it is important that all staff members adhere to our standards.

As a follow-up, I would like to discuss this matter with you in further detail. Please arrange a meeting with me by [insert deadline]. During this meeting, we will address your behavior and any necessary steps moving forward.

Thank you for your attention to this matter. It is crucial that we work together to ensure a positive work environment for everyone.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]