

Notification of Unacceptable Staff Behavior

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Notification of Unacceptable Behavior

Dear [Employee Name],

I am writing to formally notify you regarding recent behavior that has been deemed unacceptable in the workplace. It has come to my attention that on [insert date], you [describe the specific behavior or incident].

This behavior does not align with our company values and expectations for professional conduct. It is essential for all team members to maintain a respectful and collaborative environment.

Please be advised that continued occurrences of similar behavior may lead to further disciplinary action, up to and including termination of employment.

We encourage you to reflect on this matter and take our company policies seriously. We expect to see immediate improvement in your conduct.

If you wish to discuss this matter further, please feel free to reach out to me.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]