

Letter of Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report of Unprofessional Actions by Employee

Dear [Recipient's Name],

I am writing to formally report a series of unprofessional actions exhibited by [Employee's Name], who is currently employed as [Employee's Position] in our department.

Details of the incidents are as follows:

- [Incident 1: Date, Description]
- [Incident 2: Date, Description]
- [Incident 3: Date, Description]

These behaviors not only undermine team morale but also disrupt the workplace environment. I believe it is essential to address these issues promptly to maintain our standards of professionalism.

I recommend that a formal review of these incidents be conducted to determine appropriate actions moving forward.

Thank you for your attention to this matter. I am available to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]