

Notification of Ongoing Workplace Issues

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Ongoing Workplace Issues

Dear [Recipient's Name],

I am writing to formally notify you of ongoing workplace issues that have been impacting our team's productivity and morale. These issues include:

- [Issue 1: Brief description]
- [Issue 2: Brief description]
- [Issue 3: Brief description]

These matters have been brought to attention multiple times, yet they remain unresolved. It is imperative that we address these issues to create a healthier work environment.

I recommend scheduling a meeting to discuss these concerns further and collaboratively brainstorm solutions. Please let me know your availability for a meeting.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]