Employee Ethics Violation Report

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Ethics Violation Report - [Employee's Name]

Dear [Recipient's Name],

I am writing to formally report a potential ethics violation concerning [Employee's Name], employed in the [Department Name]. The following details outline the incident and concerns observed:

Incident Details:

- **Nature of Violation:** [Describe the nature of the ethics violation]
- **Date and Time of Incident:** [Insert date and time]
- **Location:** [Insert location]
- **Witnesses:** [List any witnesses to the incident]

Additional Information:

[Include any additional relevant information or context regarding the violation.]

It is crucial for our organization to uphold the highest ethical standards, and I believe addressing this matter promptly is important for maintaining integrity within our team. I am available to discuss this further and provide any additional information if needed.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]