

Unethical Behavior Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Unethical Behavior

Dear [Recipient's Name],

I am writing to formally notify you of an incident of unethical behavior that has come to my attention. On [Insert Date of Incident], it was observed that [describe the behavior, including who was involved, what happened, and the implications].

This behavior is not in alignment with the ethical standards we uphold at [Company/Organization Name] and can have serious consequences if not addressed promptly.

I encourage you to take this matter seriously and initiate a thorough investigation into the incident. I am available for further discussion should you require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]