

Employee Conduct Review

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Conduct Review for Inappropriate Behavior

Dear [Employee's Name],

I am writing to formally address some concerns regarding your behavior in the workplace. It has come to our attention that on [insert date(s)], your actions were deemed inappropriate. Specifically, [insert a brief description of the behavior].

This behavior not only affects your professional image but also impacts the overall work environment and our team dynamic. We take such matters seriously and believe it is important to resolve these issues promptly.

We invite you to meet with me on [insert proposed date and time] to discuss this matter further and explore ways to improve your conduct moving forward. It is crucial that we work together to ensure a positive and respectful workplace for everyone.

Please confirm your availability for this meeting at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]