

# Letter of Concern Regarding Workplace Misconduct

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Concern Regarding Workplace Misconduct

Dear [Manager's Name],

I am writing to formally express my concern regarding certain behaviors I have witnessed in the workplace that I believe constitute misconduct. I feel it is important to bring these matters to your attention in order to maintain a positive and professional work environment.

Specifically, I have observed the following incidents:

- [Describe Incident 1 with dates and details]
- [Describe Incident 2 with dates and details]
- [Describe Incident 3 with dates and details]

These behaviors have not only affected the morale of our team but also created an uncomfortable atmosphere for many of us. I believe it is crucial for our organization to address these issues promptly.

I would appreciate the opportunity to discuss this matter further and explore potential solutions to ensure a safe and respectful workplace for everyone.

Thank you for taking the time to consider my concerns.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]