

Concern Regarding Staff Conduct

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention some concerns regarding the conduct of a member of our staff, [Staff Member's Name].

Recently, I have observed [describe the specific misconduct, including incidents and dates]. This behavior is not aligned with our company values of [insert company values such as integrity, respect, professionalism, etc.].

I believe it is imperative that we address this matter promptly to maintain a positive work environment and uphold our standards of conduct.

I would appreciate the opportunity to discuss this issue further and explore possible steps to resolve it. Please let me know a convenient time for us to meet.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]