

Feedback on Staff Conduct

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Feedback on Unprofessional Staff Conduct

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally address an incident I experienced on [insert date of incident] involving [insert staff member's name or department].

During my interaction with [staff member's name], I observed the following behaviors that I believe to be unprofessional: [describe specific behaviors - e.g., rudeness, negligence, inappropriate language]. These actions not only affected my experience but may also reflect poorly on the overall reputation of your establishment.

I believe it is important for all staff to maintain a high standard of professionalism in their conduct. I kindly request that you address this matter to ensure better service in the future.

Thank you for your attention to this matter. I look forward to seeing improvements.

Sincerely,

[Your Name]

[Your Contact Information]