

Letter of Concern Regarding Professionalism

Date: [Insert Date]

To: [Staff Member's Name]

From: [Your Name]

Subject: Concern Regarding Professionalism in the Workplace

Dear [Staff Member's Name],

I hope this message finds you well. I am writing to address a concern that has come to my attention regarding your level of professionalism in the workplace. It has been observed that [briefly describe specific incidents or behaviors].

Professionalism is critical to our team's success and helps maintain a positive work environment. I believe that we all have a responsibility to uphold certain standards and demonstrate respect towards our colleagues and clients.

I would appreciate the opportunity to discuss this matter further and explore ways we can work together to improve the situation. Please let me know a convenient time for you to meet.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]