

Notification of Substandard Staff Professionalism

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

From: [Your Name]

Position: [Your Position]

Subject: Notification Regarding Substandard Professionalism

Dear [Employee's Name],

This letter serves to formally notify you of concerns regarding your professional conduct while fulfilling your duties in the [Department Name]. It has come to our attention that your recent actions and behaviors have not aligned with the expected standards of professionalism set forth by our organization.

Specifically, the following incidents have been noted:

- [Brief description of the first incident]
- [Brief description of the second incident]
- [Any additional incidents]

Such behavior not only affects team morale but also the overall performance of our organization. We believe it is crucial for every team member to uphold professional standards to maintain a productive work environment.

We encourage you to take immediate steps to address these concerns. A meeting will be scheduled for [insert date] to discuss this matter further and explore ways to support you in improving your professionalism.

We appreciate your attention to this serious matter and look forward to your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Company Name]