

Report of Unprofessional Staff Interactions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report Concerning Unprofessional Staff Interactions

Dear [Recipient's Name],

I am writing to formally report concerns regarding unprofessional interactions observed among staff members within [Department/Area] on [specific date or over a period]. These interactions have raised concerns about workplace morale and our organization's standards of professionalism.

Specifically, I have witnessed the following incidents:

- [Description of Incident 1]
- [Description of Incident 2]
- [Description of Incident 3]

Such behavior is not only unprofessional but could also negatively impact team collaboration and overall productivity. I believe it is imperative that we address these issues promptly to uphold our workplace standards.

I recommend that we/could consider the following actions:

- [Proposed Action 1]
- [Proposed Action 2]
- [Proposed Action 3]

Thank you for your attention to this matter. I am available for a meeting to discuss this report in further detail at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]