

Letter of Concern

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Concern Regarding Unapproved Personnel Behavior

Dear [Recipient's Name],

I am writing to formally express my concern regarding recent behaviors exhibited by [Employee's Name] that appear to be outside of approved company policies and practices. These behaviors have raised significant questions regarding compliance and the overall workplace environment.

Specific incidents include:

- [Describe Incident 1]
- [Describe Incident 2]
- [Describe Incident 3]

It is crucial for our team to maintain a professional and respectful atmosphere, and I believe that addressing these issues promptly is in the best interest of the organization.

I would appreciate your attention to this matter and would be happy to discuss this further at your convenience.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]