

Notice of Improper Staff Conduct

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice regarding an incident of improper conduct that occurred on [insert date of incident]. It has been brought to our attention that your behavior during [describe the incident briefly] does not align with our company's standards of professionalism and conduct.

It is essential for all staff members to maintain a respectful and productive work environment. As per our company policy, we expect all employees to demonstrate appropriate behavior and adhere to our code of conduct at all times.

We request you to take this matter seriously and reflect on your actions. A meeting will be scheduled on [insert date and time] to discuss this issue further. Your cooperation in this matter is expected and appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]