

Behavior Protocol Notification

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Notification of Behavior Protocol Violation

Dear [Employee Name],

This letter serves as a formal notification regarding a violation of the company's behavior protocol that occurred on [insert date of incident]. It has been brought to our attention that your conduct during [describe situation briefly] was not in alignment with our company values and standards.

We believe that it is important to address these concerns to maintain a positive and productive work environment. As per our company policy, behavior that [insert specific behavior details] is not acceptable and must be corrected.

Please consider this letter a reminder of our expectations regarding employee behavior. We encourage you to reflect on this incident and take steps to ensure it does not happen again in the future. A follow-up meeting has been scheduled for [insert date/time] to discuss this matter further.

Thank you for your attention to this important issue. We appreciate your cooperation.

Sincerely,

[Supervisor/Manager Name]

[Position]

[Company Name]