

Standards of Conduct Alert

Date: [Insert Date]

To: [Employee's Name]

Dear [Employee's Name],

This letter serves as a formal alert regarding the Standards of Conduct within our organization. It has come to our attention that certain behaviors and actions have not aligned with our established standards. We take these matters seriously as they affect the integrity and reputation of our workplace.

Please be reminded of the following key conduct expectations:

- Maintain professional behavior at all times.
- Respect the diversity and dignity of all employees and clients.
- Adhere to company policies and procedures.
- Report any unethical behavior or violations promptly.

We expect immediate improvement in the areas outlined above. Failure to meet these standards may result in further disciplinary action.

If you would like to discuss this matter further, please feel free to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]