

Employee Misconduct Report

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Employee Misconduct Report - [Employee's Name]

Details of Incident:

Description of the Employee Misconduct:

[Provide a detailed account of the incident including date, time, location, and nature of the misconduct.]

Witnesses:

- [Witness Name 1]
- [Witness Name 2]

Actions Taken:

[Describe any immediate actions taken in response to the misconduct.]

Recommendations:

[Provide any recommendations for further actions, if applicable.]

Conclusion:

[Summarize the report and express any concerns regarding the impact on the workplace.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]