

Incident Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Incident Report on Unprofessional Actions

Incident Details

Date of Incident: [Insert Date of Incident]

Time of Incident: [Insert Time]

Location: [Insert Location]

Description of Incident

[Clearly describe the incident and the unprofessional actions observed, including any relevant details.]

Witnesses

[List any witnesses to the incident, if applicable.]

Impact of Actions

[Explain the impact of the unprofessional actions on the workplace or the individuals involved.]

Actions Taken

[Describe any actions that have already been taken in response to the incident.]

Recommendations

[Provide recommendations for how to address the situation moving forward.]

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]