

Follow-Up on Professionalism Violation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Recent Professionalism Violation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding our previous discussion about the professionalism violation that occurred on [insert date of the issue]. It is important that we address this matter to maintain the integrity and standards of our workplace.

As we discussed, the incident involved [briefly describe the incident]. This type of behavior not only affects team morale but also undermines the professionalism of our environment.

Please let me know if you have had time to reflect on this matter and if there are any steps you propose to take moving forward. I believe it is crucial for us to work collaboratively to resolve this issue and ensure that such incidents do not happen in the future.

Thank you for your attention to this important matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]