

Unprofessional Conduct Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Notification of Unprofessional Conduct

Dear [Employee's Name],

I am writing to formally notify you of concerns regarding your recent conduct in the workplace. It has come to our attention that your behavior on [insert specific date or occasion] was deemed unprofessional and not in alignment with our company standards.

The specific instances of concern include:

- [Describe specific behavior or incident]
- [Describe specific behavior or incident]
- [Describe specific behavior or incident]

Such conduct not only affects team morale but also impacts our overall work environment. We expect all employees to adhere to our code of conduct and demonstrate professionalism at all times.

Please be advised that further incidents of unprofessional behavior may lead to disciplinary action. We encourage you to reflect on this matter and make necessary improvements.

If you have any questions or would like to discuss this further, please feel free to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]