

Letter of Workplace Behavior Concern

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Concern Regarding Workplace Behavior

Dear [Employee's Name],

I am writing to formally address a concern regarding your behavior in the workplace that has been observed over the past few weeks. It has been brought to my attention that [describe specific behavior or incident]. This behavior is concerning as it affects not only your work but also the dynamics of the team.

We value a positive and respectful work environment, and I believe it is essential that we discuss this matter to ensure a productive workplace for everyone. I encourage you to reflect on your actions and consider how they impact your colleagues and the overall team morale.

Please let me know a suitable time for us to meet and discuss this issue further. I believe we can work together towards a resolution that benefits both you and the team.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]