

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I am writing to formally address concerns regarding unprofessional conduct observed from [Employee's Name] on [Date(s) of Incident(s)]. These actions have raised significant issues impacting the workplace environment.

Specifically, I would like to highlight the following incidents:

- [Describe the first incident with details]
- [Describe the second incident with details]
- [Describe any additional incidents]

These behaviors not only violate our company's code of conduct but also affect team morale and productivity. I believe it is essential to address these matters promptly to ensure a professional working environment for all employees.

I would appreciate your attention to this issue and look forward to discussing it further. Please let me know a suitable time to meet.

Thank you for your attention to this serious matter.

Sincerely,

[Your Signature]

[Your Contact Information]