

# Employee Conduct Complaint

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Formal Complaint Regarding Performance-Related Misconduct

Dear [Employee's Name],

I am writing to formally address concerns regarding your performance-related conduct that has been observed over the past [duration].

Specifically, we have noted the following issues:

- Failure to meet deadlines on [specific projects/tasks]
- Inconsistent quality of work as highlighted in [specific evaluations/meetings]
- Lack of communication regarding project updates, impacting team performance

These behaviors are not in alignment with our company standards and have caused significant disruption to the team's productivity. It is essential that we address these concerns promptly to ensure the overall success of our department.

I would like to schedule a meeting to discuss this matter further and explore potential solutions. Please let me know your availability for the upcoming week.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]