

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]

Dear [Recipient's Name],

I am writing to formally acknowledge the unprofessional actions that occurred on [specific date or situation]. It has come to my attention that [specific details of the unprofessional actions].

Such behavior is contrary to our standards of professionalism and does not align with the values we uphold at [Company/Organization Name]. It is important that we address this matter promptly to prevent any recurrence in the future.

Please consider this letter a reminder of the expectations we have for professional conduct within our organization. I would appreciate the opportunity to discuss this matter further and work on an action plan to ensure a more positive environment moving forward.

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

Sincerely,

[Your Name]  
[Your Title]  
[Company/Organization Name]  
[Your Contact Information]