

Formal Notification of Unsanctioned Conduct

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you of a matter that requires your immediate attention. It has come to our attention that there have been instances of unsanctioned conduct involving you on [specific date(s) or time period].

The actions in question are as follows:

- [Description of unsanctioned conduct 1]
- [Description of unsanctioned conduct 2]
- [Description of unsanctioned conduct 3]

Please be advised that such conduct is a violation of our [policies/rules and regulations], and it undermines the standards of professionalism we uphold within our organization.

We request that you provide an explanation for these actions by [insert deadline], after which we will determine any necessary actions moving forward.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]