

Request for Investigation into Staff Conduct

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

I am writing to formally request an investigation into the conduct of [Staff Member's Name/Position] as I believe their actions have not aligned with the values and standards of our organization.

The specific conduct I am concerned about includes [briefly describe the issues or incidents, including dates and any relevant details]. These actions have not only affected the morale of our team but also the integrity of our operations.

I kindly ask for a thorough investigation into this matter to ensure that appropriate measures are taken. I am happy to provide any additional information or documentation as needed.

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

Sincerely,

[Your Name]
[Your Position]