

Workplace Behavior Expectations

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Workplace Behavior Expectations

Dear [Employee Name],

As a valued member of our team, it is important to maintain a professional and respectful workplace environment. This letter serves as a reminder of the behavior expectations we uphold at [Company Name].

Behavior Expectations:

- Maintain professionalism in all communications.
- Respect colleagues' opinions and ideas.
- Adhere to company policies and procedures.
- Practice honesty and integrity in your work.
- Report any workplace conflicts to your supervisor.

We believe that fostering a positive work environment contributes to our overall success. Please review these expectations and make every effort to adhere to them.

Thank you for your commitment to maintaining a respectful and productive workplace.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]