

# Letter of Appeal for Better Employee Etiquette

Date: [Insert Date]

To: [Manager's Name]

Department: [Department Name]

Subject: Appeal for Improvement in Employee Etiquette

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally address a concern that I believe is impacting our workplace environment--specifically, the level of employee etiquette displayed by some team members.

It has come to my attention that there have been instances of unprofessional behavior, including [specific examples of behavior], which can lead to a disruptive atmosphere. It is vital for us all to maintain a standard of conduct that promotes respect and collaboration among our colleagues.

I kindly appeal for an initiative to reinforce our company values regarding professional etiquette. This could include training sessions, workshops, or even team discussions focused on improving our workplace interactions.

Thank you for considering this appeal. I believe that by fostering a respectful environment, we can enhance both productivity and employee satisfaction. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]