

# Subject: Concern Regarding Employee Interactions

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my concern about the interactions that have been occurring among some team members, particularly regarding the behavior of [Employee's Name].

It has come to my attention that [he/she/they] has been demonstrating impolite behavior towards colleagues, which has created a negative work atmosphere. Specifically, instances of [describe specific incidents, e.g., rude remarks or dismissive attitudes] have been noted.

I believe it is important for our workplace to foster a respectful and collaborative environment, and I am concerned that these interactions may hinder team morale and productivity.

I kindly request that we address this issue to ensure a positive workplace culture. Perhaps a meeting or a discussion with [Employee's Name] may help clarify expectations regarding professional conduct.

Thank you for your attention to this matter. I look forward to your guidance on how to proceed.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]