

Notice of Inconsiderate Staff Behavior

Date: [Insert Date]

To: [Staff Member's Name]

From: [Supervisor's Name]

Subject: Notice Regarding Inconsiderate Behavior

Dear [Staff Member's Name],

I am writing to formally address a concern regarding recent behavior observed in the workplace. It has come to my attention that there have been instances of behavior that may be considered inconsiderate to your colleagues.

Specifically, [briefly describe the behavior incident(s)]. This behavior has led to a negative work environment, impacting team morale and collaboration.

I would like to remind you of the importance of maintaining a respectful and considerate attitude toward all staff members. Our workplace thrives on cooperation, and your contributions are valuable to our team dynamic.

We encourage open communication, and I am here to support you in making any necessary adjustments. If you would like to discuss this matter further, please feel free to reach out to me directly.

Thank you for addressing this important issue.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Contact Information]