

# Formal Report on Coworker Conduct

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Report on Conduct of [Coworker's Name]

Dear [Supervisor's Name],

I am writing to formally report on the conduct of my coworker, [Coworker's Name], which I believe warrants attention. Over the past [duration], I have observed several instances of inappropriate behavior that have impacted the workplace environment.

## Details of Conduct

- [Description of Incident 1]
- [Description of Incident 2]
- [Any additional incidents]

## Impact

The aforementioned conduct has led to [explain the impact on the team, morale, productivity, etc.].

## Conclusion

I believe it is crucial to address this matter to maintain a professional and respectful workplace. I am available for further discussion and to provide additional details if needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]