

Formal Notice of Misconduct

Date: [Insert Date]

To: [Security Officer's Name]

From: [Your Name]

Subject: Formal Notice of Misconduct

Dear [Security Officer's Name],

I am writing to formally address recent incidents concerning your conduct while on duty as a security officer. It has come to our attention that on [specific dates], there were several instances of misconduct including [briefly describe the misconduct].

This behavior does not align with the expectations we hold for our security personnel, and it undermines the integrity and trustworthiness of our organization.

We take these matters very seriously and would like to schedule a meeting to discuss this issue further. Please respond with your availability by [insert response deadline].

We expect all security staff to adhere strictly to our code of conduct, and failure to improve your behavior may result in further disciplinary action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]