

Formal Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report on Security Personnel's Unprofessional Conduct

Introduction

This report is to formally address the unprofessional conduct exhibited by security personnel on [date of incident] at [location of incident].

Incident Summary

On [insert date], I witnessed the following actions by security personnel:

- [Describe first unprofessional behavior]
- [Describe second unprofessional behavior]
- [Any additional behaviors]

Impact

The behaviors noted above not only reflect poorly on the security team but also create an unsafe and unwelcoming environment for guests and staff alike.

Recommendations

It is recommended that further training be provided to security personnel to ensure professionalism and adherence to protocols. Additionally, I suggest reviewing this incident to prevent future occurrences.

Conclusion

Your attention to this matter is greatly appreciated. I am available for any further questions or discussions regarding this report.

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]