Mr. James  
Head of Department  
HR  
ABC magazine

Mr. Fred  
Manager Sales  
ABC magazine

Dated: 17th October 20XX

Subject: Letter of concern

Dear Mr. Fred,

This is to bring to your attention that from the past many days you have been displaying inappropriate behavior which has been noticed by your supervisor and other members of senior management. It became a matter of concern for all of us.

Last week when you were in the Board meeting with all the senior management you did not welcome our new director while all others present there did greet him. Second, the following week again when everyone was entering the office and marking their presence through thumb impression, you had abruptly pushed Mr. Green from his row and marked your attendance first. We understand that you had been waiting long for your turn but we expect you to also understand the fact that Mr. Green is an old man so it takes time for him to pass through all these procedures and this does not seem appropriate that we set him aside to mark our attendance.

Fred, you are a remarkable person with wonderful ideas for which the organization values you a lot. The only area of concern as a HOD is that you should pay attention to the minute details as you successfully manage all other things. It is always good to greet others when you confront them and also to give respect to the elders working with you in this way, we all will be able to work in a healthier atmosphere.

We expect you to pay attention to these issues and avoiding them in the future so that no one builds a grievance within himself against you. Fred, we want all our valued employees to work with us as a family towards achieving our goals. I hope to see a positive new change in you Fred. Good Luck.

Yours Sincerely,

Mr. James.  
Head of Department.  
HR