To

[The Receiving person’s name]  
[Designation]  
[Department Name\

**Re. Concerns over Unacceptable Behavior**

Mr. [Name], the letter shows the predicament and disappointment of observed misbehavior at your end. I am writing to express grave concerns about your bad behavior at work. It is not acceptable to misbehave with your coworkers, subordinates, and seniors. Therefore, this letter serves as a written expression of concern and disappointment with the behavior.

I received a letter from the evaluation team, who evaluated all the employees based on the previous month’s performance. According to the evaluation report submitted, it has been observed that you are occupying a distrustful, disrespectful, and agitating image of all the staff members.

You are not only found to be misbehaving with your coworkers but also shouting at your subordinates on trivial matters, being rude, and spreading humiliating remarks about your senior colleagues and managers. This demonstrates sheer disrespect and unprofessionalism toward your job.

The Company’s policy for a good demeanor at work states that no disrespectfulness, humiliation, agitating behavior, or intentional malice shall be accepted and treated with a severe reprimand. You are a good employee who puts great interest in the given assignments and tasks; therefore, we are taking this moment to warn you of possible reprimanding measures in the future.

If you have ample explanation for the unacceptable behavior, visit me in my Office on [day] at [time]. You can also email me at [email address] to explain your side. I expect the correction of your behavior and professional demeanor in the future. Thank you.

Regards,

[Name]  
[Position in the company]  
[Company Name & logo]  
[Signature of authority]