**To**

**[The Recipient Name]**

**Re. Behavioral Concerns Notice**

Dear [Name of the employee],

You have been working in this organization for more than [X] years and I am sure that you know our policies and regulations on the staff behavior and demeanor not only with their heads and supervisors but also with their coworkers and colleagues. In this letter, I want to express my grave concerns about your unprofessional and rude behavior reported in the office.

According to the lodged complaints against you, it is reported that you have been very unprofessional in your work assignments and projects. You do not pay attention to the tasks assigned to you and are unproductive at work. You are coming to the office late and leaving early without reporting or informing the concerned persons.

Moreover, you have been rude and loud with your coworkers. Our company tries and assures a happy workplace environment by asserting the need for cordial relationships and professional attitudes toward each other. You are not allowed to get personal with anyone in work matters and get unprofessional.

I warn you that if you do not correct your behavior, you will be treated with reprimanding solutions including demotion, fine, or suspension from work. You have always been a hard-working and nice employee for all, therefore, I expect an immediate change in your behavior and hope that it will be demonstrated in your behavior and focus at work.

Thank you.

Sincerely,

[Name]

[Designation]

[Signature]