**To**

**[The Recipient Name]  
[Company Name]**

**Re. Code of Conduct Concern Notice**

Dear Employee,

This letter has been written on behalf of the General Manager of the organization who shows his deep concern for your bad conduct that has been reported to him several times. Our organization takes matters related to the code of conduct and personal demeanor very seriously, therefore, I request you to take this letter seriously and do the needful.

It has been told that your conduct is deteriorating every day and does not comply with the needed professionalism and the company’s policies and rules. We try our best and appreciate fostering a positive work environment and a friendly yet professional attitude. We understand that a workplace is not only a place where an employee can come to work and earn money, for us, a workplace should teach you professionalism and play a positive role in your personal and professional growth.

Recently, we have launched a program that includes a monthly employee report in which we ask heads of the departments and supervisors to closely observe the employees’ conduct and submit a monthly report to the general manager. We believe that positive conduct and nice behavior help in building a productive and collaborative environment which is key to success.

If you have any problems with the workplace environment, or if you can justify your behavior, you are welcome to explain and clarify in the office of the HR Manager on the 3rd floor. You can also write to me directly to explain at [mention email address].

We expect an immediate response and improvement in your behavior. We hope you will understand otherwise, concerned authorities can take disciplinary actions against you that can cause inconvenience for you.

Thank you!

Sincerely,

[Name]  
[Designation]  
[Company Name]