**To**

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

**Re. Concern for Conduct Notice Letter**

Dear [Employee Name],

This letter has been penned down for concerns over your conduct which are reported to be poor and not up to the mark of the required attitude at the workplace. We have a set of rules and regulations that deal with the required professional conduct at the office.

Our company stresses much emphasis on the professional attitude as an attitude decides your future and work capabilities. Our organization is committed to creating a positive and productive work environment that can enhance and polish your skills and provide you with the opportunity to grow and nourish. We want our employees to excel in their communication skills and professional demeanor.

Although much emphasis has been given to the right conduct, we are still concerned about your conduct. According to the previous month’s employment report, your supervisor realizes that you need an appropriate and professional mindset to work and training on professionalism needs to be given.

However, limited sources of the company do not allow us to launch training programs for the correction of attitude and conduct. We believe you can work on yourself if you realize where the loophole is located. We are ready to help you in this regard and want you to work hard on your conduct.

Your improvement will yield in the projects and office tasks and will definitely impact your other aspects of life as well. Please discuss the matter with the HR Assistant who will guide you further.

We expect a good deal of improvement in your behavior. We believe you will not disappoint us and do everything to correct your behavior.

Thank you!

Regards,

[Name]  
[Designation]  
[Organization]