To

[The Recipient Name & Details]

**Re. Notice for Conduct Violation and Unprofessionalism**

Dear [Employee's Name],

This is utterly disappointing to know about your unprofessional conduct in the office. You have been working in this office for [x] years and according to my perspective, an employee who has spent many years in an organization should know the organization’s registered policies and unregistered expectations as well. Our organization takes administrative problems and issues related to the code of conduct very seriously.

An organization is known for its strong management and efficient and professional team. We carry a strong and extensive clientage all over the state of the [mention the name of the state], however, the recent incident of unprofessional demonstration has made us concerned for the organization’s reputation. We are committed to providing a positive and conducive environment to all the employees in the office to enhance their productivity and concentration at work.

To let you know, I have attached a copy of our registered policies for the professional code of conduct and hence, I expect you to comply with those policies and rules mentioned in the document. I have attached them for you to give a revised read to the policies and demonstrate them in your behavior.

In case of further non-compliance with the office conduct policies and rules, I am afraid that you may have to face disciplinary actions for noncompliance with the company’s policy. I expect you to behave professionally and bring noticeable improvements in your conduct. This shall enhance your professional outlook and express your commitment to the office by-laws and rules.

If you have any questions or explanations, reach out to me directly in my office during working hours. Thank you in advance for understanding.

Sincerely,

[Employer’s Name]

[Official Designation]

[Organization’s Name]