To

[The Recipient Name & Details]

**Subject: Professional Conduct/Behavior Expectations Violation Letter**

Dear [Employee's Name],

This letter is written to notify your unprofessional code of conduct in the office which is a grave concern for the office’s administration. We have been working hard for the positive outlook of our office, and the safety and well-being of our employees, and promise and assure them of a professional, friendly, and efficient environment where they can work, grow, and explore opportunities to thrive in their future efficiently.

Bad and unprofessional conduct impacts the entire office and all of the employees by creating an irritant and negative air of discomfort. Therefore, we do our best to create a healthy and conducive environment. To cater to and sustain a professional and healthy environment in the office, we have drafted our policies and rules for the code of conduct of the employee. Every employee of this organization, senior or junior, experienced or fresh, old or new, has to stay committed to these rules and demonstrate compliance in their behavior.

The management does not tolerate events like your recent dispute with your colleagues that shows extremely unprofessional conduct on your part. To make it the last dispute in the office, we have put certain disciplinary actions against you for not fulfilling the professional conduct expectations and violating the conduct policy.

If you have any statement to justify the behavior, you can contact the senior HR Officer of the company who will guide you further to adopt proper channels to explain your stance and escape the disciplinary action and charges against you.

We wish you good luck and expect you to behave professionally in the future. It will not only make your professional image better but also make your profile for future endeavors. Thank you.

Truly,

[Your Name]

[Your Title]

[Company’s Name]