

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Subject: Adjustment Letter Regarding Unprofessional Behavior

Dear [Employee Name],

I am writing to formally address a concern regarding your recent conduct while on duty as part of our service staff. It has come to our attention that on [specific date(s)], certain actions demonstrated by you did not align with the professional standards expected at [Company/Organization Name]. Specifically, the following incidents were observed:

- [Briefly describe the specific unprofessional behavior or incident(s)].

At [Company/Organization Name], we are committed to providing exemplary service to all of our customers and colleagues. Professionalism, respect, and a positive attitude are core values that guide our workplace interactions and ensure a productive and respectful environment for everyone.

We recognize that occasional lapses can occur, but it is imperative that these are promptly corrected. Moving forward, we expect you to:

- Uphold the highest standards of professional conduct at all times.
- Treat customers and colleagues with respect and courtesy.
- Follow all company policies and procedures without exception.

Please consider this letter as a reminder of our expectations and a constructive opportunity to improve your performance. Should you require support or training to enhance your professional skills, we are ready to assist you. Your immediate attention to this matter is required and will be closely monitored.

We appreciate your contributions to the team and are confident that you can take the necessary steps to address this concern. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]