[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: NOTICE TO EMPLOYEES OF UNSATISFACTORY BEHAVIOUR**

Dear [ CONTACT NAME ],

In my role as [TITLE] and [FUNCTION] of this company, I was extremely disappointed by the behaviour of some of the [NAME OF FIRM] employees who attended the conference / team building / meeting on [DAY]. The discourtesy shown to [INDIVIDUAL] was unforgivable. Some employees not only [DESCRIBE ACTIONS] but also [DESCRIBE ACTIONS]. To those guilty parties, please note that behaviour like this will not be tolerated and disciplinary action will be taken.

It distresses me to have to write a message such as this and I certainly hope and trust that it will never happen again.

We have every confidence the behaviour will not be repeated.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]