

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employee Misconduct Report

Dear [Employee's Name],

This letter serves to formally address an incident of misconduct that occurred on [Date of Incident].

Description of Incident:

[Provide a brief description of the incident, including specific details and any relevant dates, times, and locations.]

Witnesses:

[List any witnesses to the incident, if applicable.]

Policy Violations:

[Refer to the specific company policies or codes of conduct that have been violated.]

Action Taken:

[Describe any immediate actions taken in response to the misconduct, including any discussions held with the employee.]

Expected Behavior:

[Outline the expected standards of behavior moving forward and any consequences for future violations.]

Next Steps:

[Explain what actions will follow, such as a meeting to discuss the matter further, or a follow-up investigation if necessary.]

Please acknowledge receipt of this letter by signing and returning the enclosed copy.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Enclosure: Copy of Misconduct Report for Signature