

Casual Reminder Email Before Formal Action

Subject: Reminder About Workplace Expectations

Hi [Employee's Name],

I wanted to reach out quickly to remind you about [specific policy or behavior, e.g., punctuality, attendance, or proper workplace communication]. We've noticed a few concerns recently, and I'd like to give you the chance to address them before any formal steps are taken.

Please treat this as a friendly reminder that consistent adherence to company guidelines is important. I am confident that you can correct this quickly.

Thanks for your cooperation, and let's stay aligned moving forward.

Best,

[Supervisor's Name]

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