

Warning for behavior affecting team

Subject: Warning Regarding Team Conduct

Dear [Employee Name],

This letter is to notify you that your recent actions have negatively impacted team morale and collaboration. On [date], [describe situation], which created disruption and affected others'™ productivity.

We cannot allow behavior that undermines teamwork and respect in the workplace. Please take this as a warning to adjust your approach and interactions immediately.

Sincerely,

[Manager's Name]

[Title]

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