

Friendly Yet Serious Warning Email

Subject: Concern Regarding Behavior at Company Event

Hi [Employee Name],

I hope you're doing well. I wanted to bring up a concern from our recent company gathering on [date]. It was noticed that you consumed more alcohol than what's considered appropriate for a work-related event.

While we understand that these events are meant to be relaxed, it's important to remember that professional behavior is still expected. Let's ensure that future events reflect a more balanced and responsible approach.

Please take this message as a friendly reminder rather than a formal reprimand. We appreciate your hard work and hope to avoid such situations in the future.

Best regards,

[Your Name]

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