

Email for Unprofessional Behavior During Virtual Meeting

Subject: Unprofessional Behavior During Online Meeting

Hi [Employee Name],

It has come to our notice that you appeared to be drinking alcohol during an official online meeting on [date]. This behavior is considered unprofessional and inappropriate for a work-related setting. Please consider this a formal warning. Such actions can negatively impact your professional image and the team's morale. Ensure this does not happen again.

Thank you for understanding.

Best,

[Your Name]

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