Casual, quick warning for minor infractions

Subject: Reminder Regarding Workplace Conduct

Hi [Employee Name],

I wanted to bring to your attention that your recent behavior in [specific situation] was not in line with our expected workplace standards. While this is not a formal disciplinary action, we encourage you to adjust your conduct.

Please take this as a friendly reminder to maintain professional behavior at all times. Let me know if you need clarification on our policies.

Best regards,

[Your Name]

[Position]

[Company Name]

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