To: [Employee Name]

From: [Manager Name/HR Department]

Date: [Date]

Subject: Mandatory Behavioral Improvement Expectations

Dear [Employee Name],

This letter serves as a formal notification regarding your conduct and professional behavior at [Company Name]. Following our recent discussion on [Date], it has been determined that your current behavior does not align with company standards.

1. Areas of Concern:

[List specific behavioral issues, e.g., unprofessional communication, lack of cooperation, or workplace disruptions].

2. Required Behavioral Changes:

Effective immediately, you are expected to demonstrate the following improvements:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

3. Support and Resources:

To assist you in meeting these expectations, the company will provide: [List resources, e.g., training, mentorship, or weekly check-ins].

4. Timeline and Monitoring:

Your behavior will be closely monitored over the next [Number] days. We will meet on [Date] to review your progress.

5. Consequences of Non-Compliance:

Failure to show immediate and sustained improvement in the areas mentioned above may result in further disciplinary action, up to and including termination of employment.

Please sign below to acknowledge that you have received this letter and understand the expectations set forth.

_____

Employee Signature

_____

Date

_____

Manager Signature