

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Performance Improvement Plan (PIP) - Unprofessional Conduct

Dear [Employee Name],

This letter serves as a formal warning regarding your professional conduct at [Company Name]. Recent observations and reports have indicated that your behavior has not met the standards expected of employees in this organization.

1. Areas of Concern:

[Describe specific incidents or behaviors, e.g., inappropriate communication, lack of cooperation, or violation of office etiquette.]

2. Expected Improvements:

- Maintain a professional and respectful tone in all verbal and written communications.
- Adhere to the company Code of Conduct at all times.
- Collaborate effectively and professionally with team members and clients.
- [Insert additional specific expectations].

3. Timeline and Monitoring:

This Performance Improvement Plan is effective immediately and will last for a period of [Number] days, ending on [Date]. During this time, we will meet [Weekly/Bi-weekly] to review your progress.

4. Consequences:

Failure to demonstrate immediate and sustained improvement in your professional conduct may lead to further disciplinary action, up to and including termination of employment.

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

Employee Signature

Date

Manager Signature

Date