MEMORANDUM

TO: [Employee Name]
FROM: [Supervisor Name]
DATE: [Current Date]
SUBJECT: Formal Coaching: Unprofessional Workplace Behavior

Dear [Employee Name],

This memorandum serves as a formal coaching record regarding your recent workplace behavior. The purpose of this communication is to address specific concerns and to clarify expectations for professional conduct moving forward.

Incident Description:
On [Date], the following behavior was observed: [Insert detailed description of the unprofessional behavior/incident]. This conduct is inconsistent with our company's standards regarding [Insert specific policy or value, e.g., respectful communication/team collaboration].

Impact of Behavior:
Such behavior negatively impacts the work environment by [Insert impact, e.g., disrupting team productivity/creating an uncomfortable atmosphere for colleagues].

Expectations:
Effective immediately, you are expected to:

- Maintain a professional and respectful tone in all communications.
- Adhere to the Employee Code of Conduct.
- [Insert additional specific requirement].

Next Steps:
I am confident that you can rectify this behavior. We will meet again on [Follow-up Date] to review your progress. Please be advised that continued unprofessional behavior may lead to formal disciplinary action.

Please sign below to acknowledge that we have discussed this matter.

_____
Employee Signature

_____
Date