[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Dear [Name]

Re: Counseling Note for the Unprofessional Behavior  
  
Dear James,

This letter is aimed to serve as a counseling note to you for your unprofessional behavior in the office. As you have been reported to be acting in a very unprofessional manner on 22-12-20XX, I have grave concerns on the professional behavior which ultimately creates a professional ambiance in the workplace. I am sorry to hear that but here, I intend to write to counsel you about professional manners and I expect you to be a more professional and competent worker in the office.

The office cannot retain and tolerate unprofessional gestures and manners.

1. First, you need to come and leave the office at the given time. No one in the office can come to the office in the late hours and leave earlier than the given time except for exceptions.
2. Secondly, you need to be more courteous and kinder while giving criticism or asking for anything from other employees or your patrons. Being frank or disrespectful is very unprofessional and requires to be held back.
3. Thirdly, you also need to be more productive and refrain from the activities not allowed on the premises of the office. You need to be regarding and respectful to your heads or supervisors. Other people like the mess in charge, security supervisor, or other such employees are not allowed to be looked upon scornfully. Being rude and non-compliant with the required amount of interaction and cooperation is also considered to be unprofessional. Whatever task is given to you needs to be received in a valid way or even if you need to decline it, you need to be respectful and come up with a good reason for the refusal.

James, all these things are very important to work in the offices and showcase strong team collaboration and coordination. I hope you will understand the given instructions and no more notification would be needed. Otherwise, a disciplinary letter or warning notice can be sent to you.

I hope you will comply with the rules and regulations to work in the office and not disappoint me. If you discuss anything further, you are welcome to meet me in person during office hours or write to me at [email].

I will be thankful to you if you consider this letter a piece of serious advice and comply with the principles of working, I mentioned earlier.

Thank you.

Regards,

Susan Bennett,  
Admin Officer in QA  
Five Star Tech Groups  
California, USA