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

Dear [Name]

Re. Counseling for the Unprofessional Behavior in the Workplace

Dear Williams,

This letter has been sent to you to counsel you on the manners of working in the office and behaving correctly with the other employees and staff members of the department. You have been observed since you joined the office. I am sorry but the observed behavior does not find its accordance with the given set of rules and regulations to keep the workplace environment productive and efficient. We try our best to keep our team members well-trained for this purpose so that they can make a good team of proactive people and a professional environment that can be nourished to get desired integral results.

In the corporate business company, a person’s working efficacy and integrity are judged and estimated by the set of manners and professional behaviors he or she displays. I am writing this with the expectation that you will mend your ways and act more professional in the office. Your manners have been highly immature and unprofessional regarding communication.

In the workplace, a specific way of communication must be elaborated, use of abusive language and speaking loudly is not allowed. Moreover, you should also refrain from commenting and complimenting other employees’ personal belongings as it is quite uncomfortable sometimes. You should also not use the non-productive use of negative body language. Professionalism also includes sensitivity and courtesy towards your colleagues and other workforce.

You have been seen many times sitting inappropriately in your cabin while stretching your legs on the table and using a laptop keeping it in your lap. Williams, such things, and manners create a very negative image in the mind of the people observing you around but also create an unprofessional ambiance in the office.

A well-presented person is well-regarded, and a person is presented through his body language, postures, and manners of communication. You should show respect to other employees and patrons and carry an aura of positive postures.

Briefly, I expect you to act more professionally and no insensitively or non-courteously. Professional courtesy is considered a vital requirement to work in the office. Continuous unprofessional performance can lead you to ultimate termination which is not good for your career. You are a competent employee and keeps an industrious nature when it comes to working but the behavior is a vital part of work and hence cannot be dismantled from the workplace.

I expect you to adhere to the instructions given and show an exemplary improvement through your behavior. I shall wait for positive changes in your behavior until the next evaluation period. You can meet me in person for further discussion or in case of any query, you can also write to me at [email] or call me at +[X].

Thank you.

Regards

Stephen Chaplin  
QA Admin  
ITECH and Services  
California, USA