**Date: January 26, 2023**

To: John Doe

**Subject: Unprofessional Conduct at Work**

**Dear John,**

I'm writing to voice my worries about your recent workplace behavior. You've been routinely late to meetings, making offensive jokes during office hours, and failing to complete your allocated work on time. This disrespectful behavior not only hampers team productivity but also impacts office morale.

Furthermore, your actions present a terrible image of our organization to our clients and coworkers. I have received numerous complaints regarding your lack of professionalism, and we must fix this issue as soon as possible. Your actions have an impact not only on the team but also on the company's reputation.

I recommend that you take a professional development course to improve your time management skills and grasp the value of punctuality and respect at work. As an alternative, we can arrange a meeting to discuss your concerns and devise a solution to improve your performance.

I would appreciate it if you could address this issue and improve your conduct before February 20, 2023. If there is no progress by this date, we will have to seek alternative solutions to this problem.

If you have any queries or issues, please do not hesitate to contact me.

**Sincerely,**

**[Your Name]**

**[Your Contact Information]**

**cc: [Name of your Manager]**

**Attachments: [if any related materials]**

**Note: Please remember that this is an example and should be adjusted to fit the specific situation and context in which it will be used. It's essential to be specific and professional when writing a critical letter.**