

# Employee attention form

Date: April 15, 2020

Subject: Notice regarding violent behavior towards colleagues

Dear Employee,

We would like to emphasize the importance of professional behavior and mutual respect among colleagues in the workplace. We have been informed of instances where you have exhibited violent behavior and bullying towards some of your colleagues. Therefore, please note that violent behavior and bullying of colleagues are unacceptable and a violation of our internal policies, leading to negative consequences for both individuals and the team as a whole.

Consequently, we are issuing this written warning to draw your attention to the following matters:

1. Respect the rights and dignity of your colleagues.
2. Avoid using aggressive or demeaning language or behavior.
3. Refrain from any form of physical violence, even if intended as a joke.
4. Cooperate and work as a unified team to maintain a positive and constructive work environment.

Thank you for your attention to this matter. We expect immediate improvement in your behavior towards your colleagues.