

Microsoft

Interoffice Memo

Date: 01.05.2024

To: Ankit Upadhyay

From: Yash Aryan, Manager

Subject: Concern over Worker Behaviour

I'm writing to let you know that I've been made aware of a very serious issue with your conduct at work. It has come to my attention that you have been acting in an abusive and disrespectful manner with your co-workers.

It is my duty as a manager to make sure that every employee works in a secure and encouraging atmosphere. In our organization, harassment, bullying, or abuse of any kind is never accepted. It violates the policies and values of our organization, and it can have serious repercussions for the offender as well as the victims.

Your actions are not only hurtful to your teammates, but they also negatively impact the team's general morale and output. Your actions have created an intolerable hostile culture. Everyone deserves to work in a place where they feel appreciated and respected.

I implore you to consider your actions and consider how they affect other people. It is imperative that you always treat your co-workers with decency, professionalism, and empathy. If abusive behaviour persists, there will be disciplinary action taken, which may include losing one's job.

If you would like to talk about this topic more, I'm here to answer any questions you may have. To discuss this matter and find a solution, kindly set up a meeting with me as soon as possible.

I have faith that you will address this with seriousness and implement the required adjustments to enhance your behavior at work.

Sincerely,

Yash Aryan

Manager

Microsoft, Redmond, Washington