

[Date]

[Employee Name]
[Employee Job Title]
[Department]
[Company Name]

Formal Warning Letter: Harassment Policy Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct, which has been found to be in violation of the [Company Name] Harassment Policy.

On [incident date(s)], it was reported and subsequently confirmed that you engaged in behavior that constitutes harassment, specifically [brief description of incident(s)]. This conduct is strictly against company policy and our commitment to providing a safe and respectful workplace.

Please be advised that any further violations of the Harassment Policy may result in additional disciplinary action, up to and including termination of employment.

You are required to cease all such behavior immediately and are expected to adhere to all company policies and standards of conduct moving forward.

If you have questions regarding this warning or wish to discuss this matter, please contact [HR Manager/Supervisor Name] at [Contact Information].

Sincerely,

[Manager/Supervisor Name]
[Manager/Supervisor Title]
[Company Name]