

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Written Warning for Harassment

This letter serves as a formal written warning regarding your conduct in relation to harassment within the workplace.

On [Date of Incident], it was reported that you [briefly describe the nature of the harassment, including any specific incidents or behavior that violated company policy]. This behavior is unacceptable and violates our company policy on harassment, which requires all employees to maintain a respectful and safe work environment.

As stated in our employee handbook, [insert relevant policy details or consequences for harassment, if applicable]. Continued behavior of this nature will result in further disciplinary action, which may include suspension or termination of employment.

We strongly encourage you to reflect on your behavior and consider the impact it can have on your colleagues and the workplace atmosphere.

Should you require support or resources to address this issue, we recommend you speak with [HR representative or relevant department].

Please acknowledge receipt of this warning by signing below and returning it to [HR or manager's name] by [specific date].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

Employee Signature

Date: _____