

Warning Letter for Employee Misconduct: Workplace Harassment

Date: [Insert Date]

To: [Employee Name]

Designation: [Employee Designation]

Department: [Employee Department]

Subject: Formal Warning for Misconduct Related to Workplace Harassment

Dear [Employee Name],

This written warning is issued regarding your behavior in the workplace, which has been found to be in violation of our company's policy on anti-harassment and respectful conduct.

On [insert incident date(s)], it was reported and subsequently confirmed after investigation that you engaged in inappropriate conduct towards your colleague(s), specifically [briefly describe the nature of the misconduct/harassment incident, e.g., using inappropriate language, unwanted physical contact, disrespectful remarks, etc.].

Such behavior is strictly against our company policies and the values we uphold to ensure a safe and respectful working environment for all employees. This misconduct has not only affected the concerned individuals emotionally and professionally, but it could also have serious implications for workplace harmony and the company's reputation.

Please take this letter as a formal warning. Continued incidents of this nature will lead to severe disciplinary action, including but not limited to suspension or termination of your employment.

We strongly advise you to immediately cease all inappropriate behavior and adhere strictly to the company's code of conduct and anti-harassment policies. You are also encouraged to contact Human Resources if you need support or clarification regarding acceptable behavior in the workplace.

We expect to see an immediate and sustained improvement in your conduct. Please acknowledge receipt of this letter and return a signed copy for our records.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]

This letter is confidential and intended solely for the individual to whom it is addressed.