Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Department: [Insert Department]

Subject: Formal Warning Letter - Harassment Policy Violation

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct in the workplace. Following a recent investigation, it has been determined that your actions have violated the company's Harassment Policy.

Description of the Incident:
On [Date of incident], it was reported that you engaged in the following behavior: [Provide brief, factual description of the behavior]. Such conduct is considered a violation of our policy regarding [Type of harassment, e.g., verbal, sexual, discriminatory] harassment.

Expectations:
The company maintains a zero-tolerance policy toward any form of harassment. You are expected to:

- Immediately cease all behavior that violates company policy.
- Treat all colleagues with professional respect and dignity.
- Review the Employee Handbook, specifically the section on Workplace Conduct and Harassment.
- [Optional: Complete mandatory sensitivity/harassment training by [Date]].

Consequences:
Please be advised that this letter will be placed in your permanent personnel file. Any further violations of company policy or any acts of retaliation against the complainant or witnesses will result in further disciplinary action, up to and including immediate termination of employment.

Please sign below to acknowledge that you have received this letter and understand the seriousness of this warning.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

Signature: _____ Date: _____