

**STRICTLY CONFIDENTIAL**

Date: [Insert Date]

To: [Executive Name]

Job Title: [Insert Title]

**RE: FINAL WRITTEN WARNING BEFORE TERMINATION OF EMPLOYMENT**

Dear [Executive Name],

This letter serves as a formal final warning regarding your conduct at [Company Name]. This warning follows our investigation and the disciplinary meeting held on [Date] regarding allegations of harassment.

**Findings:**

The investigation has concluded that your behavior on [Date/Period] involving [Brief description of incident/conduct] constitutes a violation of the Company's Harassment and Code of Conduct policies. Specifically, your actions were found to be [Description of violation, e.g., creating a hostile work environment / unwelcome verbal or physical conduct].

**Executive Expectations:**

As an executive, you are held to the highest standard of professional behavior. Your conduct has fallen significantly below the expectations of your role and has compromised the professional environment of the organization.

**Required Actions:**

Effective immediately, you are required to:

1. Cease all conduct that violates company policy.
2. Comply with any directed training or remedial measures as outlined in the attached plan.
3. Refrain from any form of retaliation against the complainant(s) or witnesses involved.

**Consequences:**

Please be advised that this is a final warning. Any further instances of harassment, retaliation, or any other violation of company policy will result in the immediate termination of your employment for cause, without further notice or warning.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Signature]

[Name of Superior/Board Member]

[Title]

**Acknowledgment of Receipt:**

I acknowledge that I have received this final warning and understand the consequences of further misconduct.

\_\_\_\_\_  
[Executive Name]

Date: \_\_\_\_\_