Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager/HR Name]

Subject: FINAL WRITTEN WARNING - Workplace Harassment

Dear [Employee Name],

This letter serves as a formal final written warning regarding your conduct in the workplace. This warning follows a formal investigation into allegations of workplace harassment reported on [Date of Report].

Details of the Conduct:
The investigation has concluded that on [Date/Period of Incident], you engaged in behavior that violates the company's Anti-Harassment and Code of Conduct policies. Specifically: [Insert brief, factual description of the behavior].

Previous Warnings:
You have previously received the following disciplinary actions regarding your conduct:
- [Date]: [Type of warning, e.g., Verbal Warning]
- [Date]: [Type of warning, e.g., First Written Warning]

Expectations and Required Improvements:
Effective immediately, you are required to:
1. Cease all forms of harassment and inappropriate behavior.
2. Adhere strictly to the company's Anti-Harassment Policy and Professional Conduct standards.
3. [Optional: Complete mandatory sensitivity or behavioral training by Date].

Consequences of Further Misconduct:
This is your final warning. Please be advised that any further incidents of harassment, retaliation against the complainant, or failure to comply with company policies will result in further disciplinary action, up to and including the immediate termination of your employment.

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

Please sign below to acknowledge that you have received and understood this warning.

_____

Employee Signature

_____

Date

_____

Manager/HR Representative Signature