

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Official Warning for Harassment and Bullying

Dear [Employee Name],

This letter serves as a formal warning regarding your recent conduct in the workplace. Following a formal investigation into reports received on [Date], it has been determined that your behavior has violated the company's Harassment and Bullying Policy.

Description of Conduct:

Specifically, the following actions were identified: [Provide brief, objective description of the incidents/behavior].

Such behavior is considered unacceptable and creates a hostile work environment. Our company maintains a zero-tolerance policy regarding any form of bullying, intimidation, or harassment.

Required Corrective Actions:

- Immediately cease all behavior described above.
- Treat all colleagues with professionalism, dignity, and respect.
- Review the Employee Code of Conduct and Anti-Harassment Policy.
- [Optional: Attend mandatory sensitivity/behavioral training on Date].

Consequences:

Please be advised that this is a formal warning. Failure to improve your conduct or any further instances of harassment or retaliation against those involved in the report will result in further disciplinary action, up to and including termination of your employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the contents.

Signature of Employee

Date