

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: [Insert Job Title]

Subject: FINAL WRITTEN WARNING - Workplace Harassment

Dear [Employee Name],

This letter serves as a formal final warning regarding your conduct in the workplace. This warning is being issued following an investigation into reports of harassment involving [briefly mention incident or policy violated, e.g., inappropriate verbal remarks/physical conduct] which occurred on [Date].

Your actions have been found to be in direct violation of the company's Anti-Harassment and Code of Conduct policies. Specifically, your behavior was found to be [unprofessional / discriminatory / hostile], creating an environment that is inconsistent with our company values and legal obligations.

Please note that you have previously received [mention previous warnings, e.g., a verbal warning on Date / a written warning on Date] regarding similar behavior. Despite these prior interventions, your conduct has not met the required standards.

Required Improvements:

- You must immediately cease all forms of harassing or inappropriate behavior.
- You are required to treat all colleagues, clients, and partners with dignity and respect.
- You must complete mandatory [Sensitivity/Anti-Harassment] training by [Deadline Date].

Consequences:

This is your final warning. Any further instances of harassment, retaliation against the complainant, or any other violation of company policy will result in immediate termination of your employment.

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

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]

Employee Acknowledgment:

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

Signature: _____ Date: _____