

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Job Title]

**Subject:** Final Written Warning regarding Workplace Bullying

Dear [Employee Name],

This letter serves as a formal final written warning regarding your conduct in the workplace. Following our meeting on [Date] with [Names of Attendees], it has been determined that your behavior has continued to violate our company's Code of Conduct and Anti-Bullying Policy.

**Description of Misconduct:**

Specifically, it has been found that you engaged in the following behaviors: [List specific incidents, dates, and details of the bullying behavior].

**Previous Warnings:**

You have previously received formal warnings regarding similar behavior on [Date(s) of previous warnings]. Despite these warnings and the support/training provided, there has not been a sustained improvement in your professional conduct.

**Required Improvements:**

You are required to immediately cease all forms of bullying, harassment, or intimidating behavior. You must treat all colleagues with respect and adhere strictly to the company's behavioral standards. [Optional: Mention specific training or counseling].

**Consequences of Further Misconduct:**

This is your final warning. Please be advised that any further instances of bullying, harassment, or any other breach of company policy will result in further disciplinary action, up to and including the immediate termination of your employment.

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

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

Sincerely,

[Manager Name]

[Manager Title]

**Employee Acknowledgment:**

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