

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Official Warning for Inappropriate Physical Contact

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct in the workplace. It has been reported and confirmed that on [Insert Date], you engaged in inappropriate physical contact with a colleague.

Specifically, the incident involved: [Briefly describe the incident without unnecessary detail].

This behavior is a direct violation of our company's [Code of Conduct/Harassment Policy], which prohibits any form of unwelcome or inappropriate physical contact. Such actions create an unprofessional environment and do not align with our organizational values regarding mutual respect and safety.

Expectations:

Moving forward, you are expected to maintain professional boundaries at all times. You must strictly adhere to the company's policies regarding workplace conduct. Failure to comply with these expectations or any further incidents of this nature will result in more severe disciplinary action, up to and including termination of 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,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

[Employee Signature]

[Date]