

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager/HR Name]

**Subject:** Last Chance Agreement Regarding Harassment Policy Violation

Dear [Employee Name],

This letter serves as a formal Last Chance Agreement following the investigation into your conduct, which was found to be in violation of [Company Name]'s Anti-Harassment Policy. Specifically, the following behavior was identified: [Briefly describe the incident/behavior].

Your employment is being continued under the following strict conditions:

- **Immediate Compliance:** You must immediately cease all behavior that violates the company's anti-harassment and code of conduct policies.
- **Mandatory Training:** You are required to complete [Name of Training/Sensitivity Program] by [Completion Date].
- **Professional Conduct:** You must maintain a professional demeanor at all times. Any further reports of harassment, retaliation, or inappropriate conduct will result in immediate termination of employment.
- **Probationary Period:** You will be placed on a performance and conduct probation period for [Number] months, effective immediately.

By signing this document, you acknowledge that you understand the severity of your actions and agree that this is your final warning. Failure to adhere to any of the terms outlined above, or any further violations of company policy, will lead to the immediate termination of your employment without further warnings.

Please sign below to indicate your acceptance of these terms.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_