

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

From: [Manager/HR Name]

Subject: Second Formal Written Warning for Workplace Harassment

Dear [Employee Name],

This letter serves as a second formal written warning regarding your conduct in the workplace. Following our meeting on [Date of Meeting], it has been determined that your behavior continues to violate our company's Anti-Harassment Policy.

Description of Incident(s):

Since your first formal warning issued on [Date of First Warning], the following incident(s) occurred: [Provide specific dates and details of the new behavior or failure to improve].

Policy Violation:

Your actions are in direct violation of [Policy Name/Section Number]. Specifically, [Explain how the behavior constitutes harassment, e.g., creating a hostile work environment or unwelcome conduct].

Required Corrective Action:

You are required to take the following immediate steps:

- Cease all forms of harassing behavior immediately.
- Attend mandatory [Training/Sensitivity] sessions by [Deadline Date].
- Strictly adhere to the professional conduct guidelines outlined in the Employee Handbook.

Consequences:

Please be advised that this is a serious matter. Failure to demonstrate immediate and sustained improvement in your conduct will result in further 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.

Employee Signature

Date

Manager/HR Signature