

Strict letter for harassment or inappropriate behavior

Subject: Final Warning for Harassment

Dear [Employee's Name],

We are writing to address serious concerns regarding your conduct in the workplace. Following an investigation, it has been confirmed that you engaged in inappropriate behavior that constitutes harassment. This behavior is unacceptable and will not be tolerated.

Please be advised that this is your final warning. Any further incidents of misconduct will result in immediate dismissal from [Company Name].

We expect you to maintain professionalism and respect toward all colleagues. Failure to comply will have severe consequences.

Sincerely,

[Manager's Name]

[Position]

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