

Preliminary digital warning for initial harassment complaint

Subject: Preliminary Harassment Notice

Hello [Employee Name],

This is to notify you that a complaint has been received regarding your conduct towards a colleague.

While this is your first notice, we take such matters seriously.

Please consider this a preliminary warning. A formal investigation may follow if further incidents occur. You are expected to maintain professional behavior at all times.

Thank you for your immediate attention to this matter.

Best regards,

[HR Representative Name]

HR Department

Get more templates here: <https://www.lettersandtemplates.com/letters/harassment-warning-letter>