

Warning letter to non-employee contractor

Subject: Harassment Policy Notice

Dear [Contractor Name],

We have received reports that your interactions with our staff have violated our harassment policy.

As a contractor, you are required to adhere to our workplace conduct standards.

This letter serves as a formal warning. Continued inappropriate behavior may result in termination of your contract.

Please review our code of conduct to ensure compliance.

Best regards,

[Your Name]

[Your Position]

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