

Gentle, empathetic warning

Subject: Important Conduct Reminder

Dear [Employee Name],

We value you as a member of our team, but it is important to address recent behavior that may be considered harassment. Specific concerns include [brief details].

We hope this letter encourages reflection and positive change. We believe in your ability to contribute positively to our workplace and expect improved conduct moving forward.

Sincerely,

[Your Name]

[Your Position]

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