

Formal termination for workplace harassment

Subject: Employment Termination - Harassment Violations

Dear [Employee Name],

After completing our investigation into allegations of workplace harassment filed against you on [Date], we have determined that your conduct violates our zero-tolerance harassment policy.

The investigation revealed credible evidence that you engaged in [brief description of behavior] toward [colleague/subordinate] on multiple occasions between [Date Range]. This behavior creates a hostile work environment and is completely unacceptable.

Your employment is terminated effective [Date]. This decision was not made lightly and follows our established progressive discipline policy. Previous warnings issued on [Dates] regarding inappropriate workplace behavior were not heeded.

Please schedule an exit interview with HR within 48 hours to discuss the return of company property and final paperwork. Your final paycheck will include all earned wages and accrued benefits through your termination date.

We will provide only dates of employment and job title in response to reference requests.

Respectfully,

[HR Manager Name]

[Company Name]

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