

Sexual Harassment Warning Letter

From,
James M Anderson,
1013 Finwood Road
Red Bank

Date: 14th June 2020

To,
Philip A Williamson
2290 Maryland Avenue
Feather Sound

Subject: Warning Letter

Dear Philip,

I am writing this warning letter to you in response to your violation of the company's sexual harassment rules and regulations. We have already stated in our manual that sexual harassment is strictly prohibited and will not be tolerated at any cost.

We will have to take some serious action against you if you do not improve your behavior in the coming days.

Yours sincerely,

James M Anderson

