

# Warning Letter To Employee for Harassment

From,  
Royal S Garcia,  
2754 Brown Avenue  
Greenville

Date: 21st June 2020

To,  
Rickey D Bailey  
329 Atha Drive  
Los Angeles

Subject: Warning Letter

Dear Rickey,

You are being issued a warning letter from the company as you have violated our company's harassment rules and regulations. We have already stated in our manual that any kind of harassment is strictly prohibited and will not be tolerated.

In the future, you are advised to follow our rules as stated in our manual. Any kind of intolerable activity from your side will lead to your dismissal.

It is important that you understand this and ensure a safe and hostile free environment.

Future violations of the company's policy will result in termination of your job.

Yours sincerely

Royal S Garcia

