3 March 2020  
Mark Stefan  
WER Organization  
New York, Street 2348

Dear Mr. Stefan,

I am issuing this letter to you as a warning for your misconduct at the workplace. You are accused of harassing female staff members and were caught red-handed by Mr. Alexander who is a senior staff member and working with us for a long time. You are also accused of blackmailing Miss Eustacia when she tried to file a complaint against you; you threatened her to leak her videos that you had made privately.

Gentleman, I am strictly against all this and not allow anyone to disrupt the office atmosphere. You should thank Miss Eustacia that she didn’t go directly to HR. She discussed this matter with me, and I tried to handle it by myself. I respect women and want all staff members to respect them also. Moreover, you have forgotten that our company’s policy is that whoever includes violating the company’s policies and environment and make things difficult for other employees would be dealt with strictly. You, therefore, are required to give all the details about your misconduct in written form to me tomorrow.

I am giving you another chance to work here but you must quit your bad habits. Next time if you caught doing this you would be responsible for its outcomes. Moreover, visit me tomorrow along with project details that I have handed over to you.

Regards,

Caprio Lock