25th April 20XX

Dear Mr. ABC:

This letter should be served as a warning letter that is being written to you for disrespectful behavior at the workplace. This letter is against you on sexual misconduct. You have been provided all the information about all the sexual charges that have been heaped against you regarding sexual harassment. On the same matter, we had a meeting with each other on 5th April 20XX.

The complaint of sexual misconduct has been received from the management department. A lot of female colleagues from your department have also complained about your unacceptable behavior.

In our company, every individual is respected, and we try to provide such an environment in which, everyone is respected and felt secure. Your behavior has shown that you are an irresponsible individual with no work ethics.

Please take this warning letter seriously. I hope that you will not make the same mistake again to avoid dismissal from your job.

Regards,

Name of the sender

Designation

Signatures