Date:

To,  
Name of Employee,

**Subject: Warning for harassing the guard [X]**

This is to bring to your notice that the company is not pleased with how you harassed the guard. This is unprofessional behavior that we cannot tolerate. You did this on (date).

According to our rules, it is against our policy to harass any member of the team. This includes the guard. Complaints have been issued about your behavior.

This warning letter serves to inform you that if this happens again, action will be taken. (State what action will be taken). We hope you will apologize to the guard.

Yours sincerely,

[Your Name]  
[Designation]