

# Employee Warning Notice - Harassment Complaint

This **Employee Warning Notice** form sample is designed to document harassment complaints clearly and formally. It helps ensure all parties understand the issue and the consequences of inappropriate behavior. Using this template promotes a respectful and safe workplace environment.

**Employee Name:**

**Department:**

**Supervisor:**

**Date of Incident:**

**Description of Harassment Complaint:**

**Witnesses (if any):**

**Previous Warnings (if any):**

**Actions Taken/To Be Taken:**

**Consequences of Further Inappropriate Behavior:**

**Employee Comments:**

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<b>Signatures</b>	<b>Date</b>
Employee:	
Supervisor/Manager:	
HR Representative:	

**Note:** Signing this document does not imply agreement but acknowledges that the complaint and warning have been discussed.