

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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| Signatures | Date |
|---------------------|------|
| Employee: | |
| Supervisor/Manager: | |
| HR Representative: | |

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