Date

To

[Recipient Name]

Company Name

Street Address City, ST ZIP Code

Subject: **Unprofessional behavior shown**

Dear Ms. Jones,

Dear Mr. David,

This warning letter is to notify you that our clinic has a zero-tolerance policy toward harassment of anyone in the premises.

On 20th September 2018, one of the nurses has reported harassment issue against you. She came to check your vital signs at 2:00 p.m. and finding no one else in the room, you tried to approach her and held her hand and arm. She tried to escape but you did not let her and when you heard someone’s footsteps, you let her go and she ran.

This kind of behavior is totally unacceptable to us. If this happens once again, we will terminate you as our patient and would give bad reviews to your future consultants as well. You need to correct your behavior else, we will be forced to act by involving the police as well.

If you have any questions, contact us at [CONTACT].

Emily Will.

Street Address City, ST ZIP Code

Phone

Email

Enclosure