Your Company Name  
Street Address City, ST ZIP Code

Date

Recipient Name

Title

Dear Recipient Name:

I am writing in response to several complaints received about you by your female colleagues. It has been reported that you frequently flirt and exhibit extremely unprofessional behavior. You are strictly advised to stop flirting otherwise an immediate action will be taken against you.

We are placing you under strict observation for now. You must behave appropriately with all your female co-workers.

As you already know, the company has a zero-tolerance policy against such behavior. Therefore, a single complaint against you in the future will result in your termination.

Sincerely,

Your Name

Title