[Company Name]  
[Address]

Re: Counseling Letter on the Appalling and Long-Standing Misconduct

Dear Lithgow,

This Letter has been penned to you on behalf of the Managing Director and you are required to act upon the directions given below to you protocoled with reference to the above-cited subject. This letter intends to counsel you for the persistent complaints from your supervisor indicating your long-term misconduct and chronic misbehavior in the office. It has been notified to you that this counseling letter can be used for the reprimanding notice if needed. Therefore, you are advised to read the following description and instructions carefully and act impeccably.

It has been brought to my attention that you have been involved in harassing the female employees in the office who are your subordinate. It was exacerbating and equally surprising for me to know this about you. You have been performing well in your forte and you showed an immeasurable deal of dedication to the work in the former months of this year and it delighted me to the great extent. Now, the complaint charged against you can put a great cost for your career not only in this company but in any of the multinational company. The cancellation of employment capabilities can cost you your entire career of working in multinational companies at stake.

Lithgow, our company renders firm belief in working with the protocols of teamwork and highly professional ambiance. Acts like harassment or intimidation are illegal according to the US Law of Working Policy and Workplace Ethics Code 1989. The rules laid down in this policy mention that the intimidation and harassment committed by an employee are one of the heinous most acts at the workplace and it frees the company completely to terminate the employee with a single notice or sanction him with a huge fine.

This letter serves as a counseling letter and an advisory notice and can deliberately be considered as a first chance notice. Acts like harassment and intimidation are not only illegal but they are also immoral and socially unacceptable. Such crimes are egregious in the eyes of company law because they impede the company’s venture to its determination for creating a secure and professional platform for competent and dedicated workers.

I expect you to redeem your ways and write an apology letter or email to the victims of your crime. Moreover, it is expected that you will not repeat this odious and wicked crime in the office otherwise you will be served with a final letter of termination or sanction. I tie good hopes with you in this regard. If you want to discuss further, you are welcome to visit me or write to me at [email]. Thank you.

Regards

John Stroke  
MD Assistant  
GHK Group of Companies