[Name]  
[Designation] [Company name]  
[Date]

**Subject: Termination Letter for Harassment**

Respected Mr. [name]

This is to inform you that you have been found guilty of the actions blamed on you by Ms. [name] and hence the higher management has decided to terminate your employment contract with effect from [date].

Ms. [name] had registered an official complaint against you, to the Human Resource department on [date] claiming that you have harassed her multiple times over the period of two years in which she served under you as a personal secretary. Your body language was aggressive, and you used meaningful language aimed at making her uncomfortable. She quoted multiple occasions with dates and witnesses who could vouch for her.

She reported that you made passes at her and when she refused to go along with your foul demands, you gave her a very heavy workload; aiming to insult and eventually fire her when she failed to meet the unrealistic deadlines.

The Management made a disciplinary committee that thoroughly investigated the case, and questioned the witnesses presented by Ms. [name]. You were given a fair chance to defend yourself and bring any witnesses you wanted, to prove your innocence. After considering all the statements and evidence the committee in their final meeting on [date], concluded that Ms. [name] is justified in her accusations and you have been taking unfair advantage of your position.

This type of unprofessional and foul attitude is not acceptable in this firm. We do not take these matters lightly and fully realize that if a fair ruling is not given in one such case, it would encourage many others to go down the same route and hence corrupt the entire office environment.

The finance department has been instructed to process your dues. A fine of [amount] would be deducted from the final amount and paid to Ms. [name]. [date] is your last working day in the office. We really hope that you would learn from this experience and change for the better in the future.

Sincerely,

[Name]  
[designation] [Department name]