**To**

**[Recipient Name]**

**Subject: Code of Conduct Infraction Notice w.r.t. Harassment Case Subjected to Unprofessional Treatment.**

Dear [Name of the employee],

We are sending you this conduct infraction notice to warn you against the possible consequence that can come in case of further non-compliance. Infractions notices are meant to be taken seriously as they can lead to further termination, suspension, fine, or reduction in salary including demotion depending on the severity of the violation.

You have been seen to be in direct violation of our community policy of safety, professionalism, working ethics, and unethical speech against coworkers. According to the reported complaints and evidence submitted to the Employees Affair Manager (EAM), it is evident that you committed all the above violations that are strictly prohibited on the premises of the office.

Moreover, you have been reported to smoking and drink in disguise during office hours as well which is strictly prohibited and answered with a total infraction of the employee by terminating from the respective designation.

You have been reported to be harassing your junior worker by sending text messages and personal images to her. It is unacceptable in our workplace as we, as a community, believe in inclusivity and respect in our office culture. Thus, we do not allow our employees to cross the professional limits. This notice letter is a warning asking you to correct your behavior, write an explanation for the committed violation, and promise by providing an affidavit that you will never do these violations again.

Respond to this infraction notice by providing enough explanation of your violation. In case of further non-compliance, the company can terminate you without notice and retirement benefits. Thank you.

Regards,

[Name]

[Position]

[Company Name]