

DATE: [Insert Date]

TO: [Agent/Employee Name]

FROM: [Management/Compliance Department Name]

SUBJECT: FORMAL WARNING: Discriminatory Steering Practices

Dear [Agent/Employee Name],

This letter serves as a formal warning regarding recent observations or reports concerning your professional conduct. It has come to our attention that you may have engaged in practices consistent with "steering" in violation of the Fair Housing Act and company policy.

Specifically, it is alleged that on [Date], you [describe specific incident, e.g., limited property showings or influenced a client's choice of neighborhood] based on [protected characteristic, e.g., race, religion, familial status, etc.].

Steering is an illegal practice that involves guiding prospective buyers or renters toward or away from certain neighborhoods or properties based on their membership in a protected class. Such actions undermine the principles of equal housing opportunity and expose this firm to significant legal liability.

Required Actions:

- Immediately cease any practices that influence client choice based on demographic factors.
- Review the Fair Housing Act guidelines and company compliance manuals.
- Complete a mandatory Fair Housing recertification course by [Deadline Date].

Please be advised that further instances of discriminatory behavior or steering will result in additional disciplinary action, up to and including termination of your employment or association with this firm.

Please sign below to acknowledge receipt of this warning.

Sincerely,

[Signature]

[Name of Manager/Officer]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the seriousness of the allegations.

[Date]