

DATE: [Insert Date]

TO: [Tenant Name]

ADDRESS: [Unit Number/Address]

RE: FORMAL WARNING - VERBAL ABUSE TOWARD PROPERTY STAFF

Dear [Tenant Name],

This letter serves as a formal warning regarding your conduct on [Date of Incident] at approximately [Time]. It has been reported that you engaged in verbal abuse toward a member of the property staff, specifically [Staff Name, if applicable].

According to reports, your behavior included:

- [Description of incident, e.g., use of profanity]
- [Description of incident, e.g., shouting or threatening language]

This behavior is a violation of your lease agreement, specifically the section regarding [Reference Lease Clause, e.g., Resident Conduct or Quiet Enjoyment]. Our staff has the right to work in an environment free from harassment, threats, and intimidation.

Please be advised that any further incidents of verbal abuse or harassment toward staff, contractors, or other residents will not be tolerated and may result in further disciplinary action, including the termination of your tenancy.

We expect all future interactions with management and staff to remain professional and respectful. If you have a grievance, please submit it in writing to the management office so it can be addressed appropriately.

Sincerely,

[Your Name/Property Manager Name]

[Property Name]

[Contact Information]