

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

ID/Reference Number: [Insert Number if applicable]

RE: NOTICE OF VIOLATION - INTIMIDATING BEHAVIOR

Dear [Recipient Name],

This letter serves as a formal notice that your recent conduct has been identified as a violation of our code of conduct and safety policies regarding intimidating behavior.

Description of Incident:

On [Date] at approximately [Time], the following behavior was reported/observed: [Insert clear, factual description of the behavior, e.g., verbal threats, physical posturing, or aggressive communication].

Policy Violation:

According to [Company/Organization Name] policy [Insert Policy Number/Name], all individuals are required to maintain a professional and respectful environment. Intimidation, harassment, or any actions that cause another person to fear for their safety or well-being are strictly prohibited.

Required Action:

You are required to cease this behavior immediately. We also require you to [Insert requirement, e.g., attend a mandatory conduct meeting / complete sensitivity training] by [Date].

Consequences:

Please be advised that this is a formal warning. Further instances of intimidation or any retaliatory actions against those involved in reporting this incident will result in additional disciplinary measures, up to and including [Insert consequence, e.g., termination of employment / eviction / permanent ban].

If you wish to appeal this notice or provide your account of the incident, you must submit a written statement to [Department/Person Name] by [Date].

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]