

Letter of Consequences for Anti-Discrimination Policy Violation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Position]

Subject: Notification of Consequences for Policy Violation

Dear [Employee Name],

This letter serves as a formal notification regarding your violation of the company's Anti-Discrimination Policy. Following a thorough investigation into the incident reported on [Insert Date of Incident], it has been determined that your actions were in direct violation of our commitment to providing a safe and inclusive workplace for all employees.

Specifically, the violation involved [briefly describe the nature of the violation]. This behavior is unacceptable and contrary to our organizational values of respect and equality.

As a consequence of this violation, the following actions will be taken:

- [Detail consequence 1, e.g., written warning]
- [Detail consequence 2, e.g., mandatory training session]
- [Detail consequence 3, if applicable]

We urge you to take this matter seriously and reflect upon the impact your actions have on your colleagues and the workplace environment. Continued disregard for our policies may result in further disciplinary action up to and including termination of employment.

You are encouraged to reach out to [HR/Other Contact] if you have any questions or would like to discuss this matter further.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]