



## Notification of Sexual Harassment

To: \_\_\_\_\_

From: \_\_\_\_\_

Concerning: (Include facts, times, names, and dates relating to the incident described)

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You are hereby notified that the incident described above may constitute sexual harassment. This notification is informal and no further action will be taken if this incident or one similar does not reoccur. I am retaining a copy of this notification for my file. In the event that the conduct described above should reoccur, a copy of this notification will be given to your immediate supervisor for possible disciplinary action.

\_\_\_\_\_  
(Signature)