

## **Re: Abusive & Threatening Phone Call**

The [company name] security department was notified following your telephone conversation with [employee title] on [month/day/year]. During the conversation you stated: “[verbatim statement].”

Your statement is [inappropriate/abusive/threatening] and, as you were advised in a [date] letter, this type of behaviour will result in access restrictions being imposed to protect [company name] employees from any further inappropriate behaviour.

**Effective immediately, all of your contact with [company name] must be by written correspondence. This letter is to advise you that you are no longer permitted to contact the [company name] by phone or in-person without an appointment, nor are you permitted to leave any voicemail messages for [company name] employees. Any further calls or messages will constitute harassment and the [company name] will pursue criminal charges. Similarly, should you enter onto [company name] property without an appointment confirmed in-writing by your [designated contact title], the [company name] will pursue trespassing charges.**

[Company name] will take whatever measures are appropriate to provide a safe environment for employees and customers. Making threats to harm someone is illegal and [company name] will not hesitate to involve the police if there is any risk to [company name] employees.

You may choose to appoint a designated representative to act on your behalf and represent your interests in all future dealings with [company name]. If you choose to appoint a designated representative, complete the enclosed form and mail it to the above address

If you have any questions in regard to this matter, direct them in writing to the above address and reference [file #] on all correspondence.