Date

HoH Name

Address

CSZ

Re: Continued Communication

Dear X,

I have reviewed accounts of conversations you have had with PHA staff, including (staff member/s name).

Program obligations and federal regulations prohibit you from using threatening or abusive language towards staff. This was communicated to you at your briefing, and you have signed multiple Family Obligations Certifications acknowledging that you understand this requirement. Failure to abide by these rules is grounds for termination of your assistance.

The language you used with staff was profane, abusive, demeaning, and inappropriate. The HCV Programs has zero tolerance for abuse toward its staff, and this letter serves as a formal warning that your abusive behavior must stop immediately. Should you proceed with any additional abusive rhetoric, either verbally or in writing, the PHA will be initiating a termination of your assistance.

Please be advised that going forward, PHA staff will not be communicating with you verbally, over the phone or otherwise. Should you require anything of us, or if you have any specific questions, you may contact the PHA in writing, by either e-mail, fax, drop box, or through the United States Postal Service at the address listed above.

Sincerely,