

Compliance Violation Notification

Date: [Insert Date]

[Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

We are writing to inform you of a compliance violation that has been identified regarding your recent actions. The details of the violation are as follows:

- **Date of Violation:** [Insert Date]
- **Description of Violation:** [Insert Description]
- **Specific Policy or Regulation Violated:** [Insert Policy/Regulation]

It is essential to understand the seriousness of this violation and how it impacts our organization. We expect all employees to adhere to the established policies and regulations. To address this matter, we would like to schedule a meeting to discuss the situation and potential corrective actions.

Please contact us by [Insert Deadline] to arrange a suitable time for this meeting.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]