

Reminder: Adherence to Company Policy

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Important Reminder Regarding Company Policy

Dear [Employee's Name],

This letter serves as a reminder of the importance of adhering to our company policies. As you know, these policies are in place to ensure a safe and productive work environment for everyone.

Specifically, we would like to remind you of the following policy(ies):

- [Policy 1 Description]
- [Policy 2 Description]
- [Policy 3 Description]

Failure to adhere to these policies may result in disciplinary action. We appreciate your cooperation and commitment to maintaining our workplace standards.

Please feel free to reach out if you have any questions or need further clarification regarding our policies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]