

Notification of Policy Violation

Date: [Insert Date]

To: [Employee's Name]
[Employee's Position]
[Company Name]

Dear [Employee's Name],

This letter serves as a formal warning regarding a violation of company policy. On [insert date of violation], it was observed that you [describe the specific policy violation]. This behavior is in direct violation of our [specific policy name or section of employee handbook].

As outlined in our company policies, [brief explanation of the relevant policy and potential repercussions]. We take this matter seriously, and it is essential that you understand the importance of adhering to our company policies.

We urge you to review the policies and ensure compliance moving forward. Failure to improve or comply may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this warning by signing and returning this letter. If you wish to discuss this matter further, do not hesitate to schedule a meeting.

Sincerely,

[Your Name]
[Your Position]
[Company Name]

Employee's Acknowledgment:

I, [Employee's Name], have received this warning letter on [insert date].

Signature: _____