

Immediate Policy Infraction Alert

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Immediate Policy Infraction Notice

Dear [Employee's Name],

This letter serves as an official alert regarding a policy infraction that occurred on [Insert Date of Infraction]. It has been brought to our attention that [briefly describe the infraction].

As per our company policy outlined in [reference the specific policy], this behavior is not acceptable and could potentially lead to further disciplinary action.

We require you to meet with [Manager's Name or HR] to discuss this matter further. Please schedule a meeting by [Insert Deadline for Meeting].

Thank you for your attention to this serious matter. We expect your cooperation moving forward.

Sincerely,

[Manager's Name]

[Position]

[Contact Information]