

# Follow-Up on Policy Violation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Follow-Up on Policy Violation

Dear [Employee Name],

Following our previous discussion on [Insert Date of Initial Discussion], I would like to address the concerns regarding the policy violation that took place during [describe incident briefly]. As mentioned, this violation is in direct conflict with our company policies, specifically [cite relevant policy].

We value your contributions to the team, and it is essential for all employees to adhere to company policies to maintain a productive work environment. I would appreciate your cooperation in ensuring that this matter is resolved promptly.

Please provide your feedback regarding this situation by [Insert Deadline], so we can move forward appropriately.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]