

Policy Breach Advisory

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

We are writing to inform you regarding a potential breach of company policy that has come to our attention. It is our duty to uphold the highest standards of integrity and compliance within our organization.

Details of the potential breach are as follows:

- **Policy Involved:** [Insert Policy Name]
- **Date of Incident:** [Insert Date]
- **Description of Incident:** [Provide a brief description]

Your cooperation is vital as we investigate this matter further. We ask that you provide any relevant information or documentation that may assist us in resolving this issue by [insert response deadline].

Should you have any questions or require assistance, please do not hesitate to contact [Insert Contact Person's Name] at [Insert Contact Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]