

Workplace Conduct Violation Notice

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

From: [Your Name]

Position: [Your Position]

Subject: Notice of Workplace Conduct Violation

Dear [Employee Name],

This letter serves as a formal notice regarding a violation of workplace conduct that occurred on [Insert Date of Incident]. It has been brought to our attention that [briefly describe the incident and the specific conduct that violated workplace policies].

We take workplace conduct very seriously, as it is essential for maintaining a safe and respectful environment for all employees. As a result of this violation, you are required to [insert any required actions such as attending a meeting, training session, etc.].

Please consider this notice as a part of your employee record. We expect you to adhere to the company's code of conduct moving forward. Failure to improve your conduct may result in further disciplinary action, up to and including termination of employment.

If you wish to discuss this matter further, please do not hesitate to contact me directly at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]