

# **Subject: Reminder: Adherence to HR Policies**

Dear [Employee's Name],

We would like to take a moment to remind you of the importance of adhering to our HR policies. These policies are in place to ensure a safe, respectful, and productive work environment for everyone.

Your commitment to following these policies is essential not only for your own success but for the success of our team and the organization as a whole. Please take the time to review our HR policy handbook if you have not done so recently.

If you have any questions or need clarification on any of the policies, do not hesitate to reach out to the HR department.

Thank you for your attention to this important matter.

Best Regards,

[Your Name]

[Your Position]

[Company Name]