

Date: [Insert Date]

To: [Supervisor/Manager Name]

From: [Your Name]

Subject: Report of Workplace Policy Violation

Dear [Supervisor/Manager Name],

I am writing to formally report a violation of workplace policy that I have observed on [insert date(s)] in relation to [briefly describe the policy that has been violated].

The incident involved [describe the incident, including those involved, location, and specific actions that violated the policy]. I believe this behavior is concerning as it not only affects the workplace environment but may also breach our organization's standards and policies.

I kindly request that this matter be looked into seriously. Ensuring adherence to workplace policies is essential for maintaining a professional and respectful workplace. I am willing to provide further details or participate in any necessary discussions regarding this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]