

Intra-Organizational Procedure Sanction

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Subject: Notice of Sanction

Dear [Employee Name],

We are writing to formally notify you of the sanction being imposed following the recent internal review regarding [briefly describe the incident or behavior]. This action is in accordance with our organizational policies and procedures.

The details of the sanction are as follows:

- **Sanction Type:** [Description of the sanction]
- **Effective Date:** [Start date of the sanction]
- **Duration:** [Duration of the sanction]

We believe that this action is necessary to maintain our standards of conduct and ensure a positive working environment. We encourage you to review our policy manual and take the necessary steps to prevent future incidents.

If you wish to discuss this matter further, please do not hesitate to reach out to your supervisor or HR department.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]