

Non-Compliance Termination Warning

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of your non-compliance with the policies and procedures outlined in your employment agreement and the company handbook. Despite previous discussions, we have observed the following areas of concern:

- [Specify non-compliance issue 1]
- [Specify non-compliance issue 2]
- [Specify non-compliance issue 3]

This letter serves as a warning that failure to address these issues within [insert time frame, e.g., 30 days] may result in termination of your employment with [Company Name]. We encourage you to take this opportunity to correct your performance and compliance.

Please refer to the company policies referenced in your employee manual, and do not hesitate to reach out to your supervisor or HR for guidance on how to improve your performance.

We hope you will take this matter seriously and act promptly to rectify your non-compliance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]