

# Compliance Policy Enforcement Notification

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to formally notify you regarding the enforcement of our compliance policies as outlined in the Employee Handbook. Recently, it has come to our attention that there have been instances of non-compliance regarding [specific policy detail].

As a valued member of our team, it is imperative that all employees adhere to our compliance policies to ensure a safe and productive work environment. We expect all staff to familiarize themselves with these policies and incorporate them into their daily practices.

To address this situation, we require you to attend a compliance review meeting scheduled for [insert date and time]. During this meeting, we will discuss the specific concerns and develop a plan to ensure adherence to our compliance policies moving forward.

Please acknowledge receipt of this letter by signing below and returning it to the HR department by [insert return date]. Your cooperation in this matter is appreciated.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

-----

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_