

Violation Notification

Date: [Insert Date]

To: [Player's Name]

Team: [Team Name]

Position: [Player's Position]

Dear [Player's Name],

We regret to inform you that we have received reports concerning your recent conduct that does not align with the values and standards of [Team Name].

On [insert specific date], it was reported that you [describe violation, e.g., "arrived late to practice," "failed to follow team rules," etc.]. This behavior is unacceptable and may lead to further disciplinary action.

We would like to remind you of the importance of teamwork, discipline, and respect within our organization. You are expected to adhere to all team policies and exhibit sportsmanlike conduct at all times.

Please schedule a meeting with [Coach's Name/Team Manager's Name] by [insert deadline] to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Team Name]

[Contact Information]