

Formal Policy Violation Warning

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to formally inform you of a violation of company policy that occurred on [insert date of incident]. It has come to our attention that you [briefly describe the violation]. This action is in direct violation of our company policy [mention specific policy if applicable].

As a result of this violation, we are obligated to take appropriate actions to ensure compliance with our policies and to maintain a professional work environment. Therefore, we are issuing this warning as a formal notice of your violation. Please be aware that any further violations may result in more severe disciplinary actions, including but not limited to suspension or termination of employment.

We encourage you to review our company policies and reflect on the implications of your actions. We value your contributions to our team and hope to see your commitment to adhering to our policies moving forward.

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out to your supervisor or the HR department.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]