

# Notice of Policy Breach

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as a formal notice regarding a breach of company policy that has come to our attention. It has been observed that on [insert specific date], you [describe the breach, e.g., failed to comply with the attendance policy].

As per our [Company Name] policies, this action constitutes a violation of [specific policy name]. We take such breaches seriously, as they impact both the workplace environment and the productivity of our team.

Please be informed that this notice will be placed in your personnel file. Depending on the circumstances, further action may be considered, including but not limited to additional training or disciplinary measures.

We encourage you to come forward with any explanations or mitigating circumstances that you would like us to consider. A meeting has been scheduled for [insert date and time] to discuss this matter further.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]