

Notice of Policy Non-Compliance

Date: [Insert Date]

[Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are writing to inform you that your recent actions have been found to be in non-compliance with the company's policies. Specifically, on [insert date], it was noted that [briefly describe the specific incident or behavior].

As outlined in our company policy manual, adherence to these guidelines is crucial for maintaining a productive and respectful work environment. We request that you review the related policies [mention the specific policy] and take immediate steps to correct this non-compliance.

Please consider this letter a formal notice. Failure to address this issue may result in further disciplinary action, including [mention potential consequences]. We encourage you to reach out to your supervisor or the HR department if you have any questions or if you require clarification on our policies.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]