

Notification of Policy Violation

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Notification of Policy Violation

Dear [Employee Name],

We are writing to formally notify you of a violation of company policies that occurred on [Insert Date of Violation]. Specifically, it has come to our attention that you [describe the specific violation or behavior].

This behavior is in violation of [insert relevant policy or guideline], and we take such incidents very seriously.

Please be advised that this violation may result in further disciplinary action, up to and including termination of employment, based on the severity of the breach and your previous record with the company.

We encourage you to schedule a meeting with [insert appropriate manager or HR representative] to discuss this matter further by [insert deadline]. Your input will be important in addressing this situation.

Thank you for your attention to this matter.

Sincerely,

[Manager Name]

[Title]

[Company Name]

[Contact Information]