

Policy Breach Advisory

Date: [Insert Date]

To: [Employee Name]

Subject: Advisory Regarding Policy Breach

Dear [Employee Name],

We are writing to inform you of a breach of company policy that has been identified concerning your recent actions. It is crucial for all employees to adhere to the established policies to maintain a productive and respectful work environment.

Details of the breach are as follows:

- Date of Incident: [Insert Date]
- Policy Violated: [Insert Policy Name]
- Description of Breach: [Insert Description]

Please be advised that this breach may result in further action, which could include [insert potential consequences]. We encourage you to reflect on this matter and understand the importance of compliance with company policies.

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.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]