

Policy Breach Reminder

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Reminder of Policy Breach

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally remind you of a breach of company policy that was documented on [Insert Date of Breach]. It has come to our attention that [brief description of the policy breach].

Please be reminded that adhering to company policies is essential for maintaining a productive and respectful work environment. We encourage you to familiarize yourself with the relevant policies as outlined in the employee handbook.

We value your contribution to our team and believe that with a renewed commitment to our policies, we can avoid further issues in the future. Please feel free to reach out if you have any questions or need further clarification on the policies.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]