

Subject: Notification of Policy Infraction

Date: [Insert Date]

Dear [Employee's Name],

This letter serves to formally notify you of a violation of company policy that occurred on [Insert Date of Infraction]. Specifically, the details of the infraction are as follows:

- Policy Violated: [Insert Policy Name]
- Description of Incident: [Brief Description]
- Witnesses (if applicable): [Insert Names]

As per our company policies, we take such violations seriously and want to ensure that you understand the implications. [Insert any consequences or action taken, if applicable].

We encourage you to reflect on this incident and consider our expectations moving forward. Please feel free to reach out if you wish to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]