

Policy Violation Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Notification of Policy Violation

Dear [Employee's Name],

We are writing to inform you that a violation of our company policies has been observed on [insert date of incident]. Specifically, the violation pertains to [describe the policy violated and the circumstances surrounding the event].

This action is against our company policy, which states [briefly summarize relevant policy]. As a result, this will require immediate attention and corrective measures.

We request you to meet with us on [insert date and time] to discuss this issue further and to ensure that it does not happen again in the future. Failure to address this matter appropriately may lead to further disciplinary action.

We appreciate your cooperation in this matter.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

[Contact Information]