

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Title]

[Department]

[Company Name]

Subject: Corrective Action for Policy Breach

Dear [Employee's Name],

This letter serves as a formal notification regarding the breach of company policy that occurred on [Date of Incident]. It has been noted that [describe the specific incident and the policy that was breached].

As a result of this breach, we must take corrective action to address this issue and prevent its recurrence. The following steps will be taken:

- [Describe the corrective action or steps to be taken]
- [Specify any necessary training or meetings]
- [Outline any consequences if behavior persists]

We believe that this action is necessary to ensure compliance with our policies and to maintain a productive work environment. We encourage you to reach out should you have any questions or need further clarification regarding this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Company Name]