

Employee Policy Violation Notification

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Notification of Policy Violation

Dear [Employee Name],

This letter serves as a formal notification regarding a violation of company policies that has been observed in your recent conduct.

On [insert date of incident], it was noted that you [describe the specific violation]. This behavior is not in alignment with our company policies outlined in the employee handbook, specifically [refer to the specific policy].

We take policy violations seriously, and therefore, we would like to remind you of the expectations regarding [insert relevant policies]. Failure to adhere to these policies can lead to further disciplinary action.

We encourage you to reach out for clarification regarding our policies, and we are here to support you in ensuring compliance moving forward.

Please acknowledge the receipt of this letter by signing and returning the attached copy by [insert date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]