

Formal Notice of Policy Non-Adherence

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as a formal notice regarding your non-adherence to company policy, specifically [insert specific policy]. It has come to our attention that on [insert date of incident], you [describe the incident briefly].

As per the terms outlined in the employee handbook, adherence to company policies is essential for maintaining a productive and respectful work environment. Failure to comply with these policies may result in further disciplinary actions.

We require you to address this matter immediately and rectify your actions. Please provide a written explanation of this incident by [insert deadline].

We appreciate your attention to this matter and expect your cooperation moving forward.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]