

Notice of Misconduct

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Notice of Policy Violation

Dear [Employee Name],

We are writing to formally notify you of a recent incident that has been identified as a violation of our company policies. On [insert date of incident], it was observed that [describe the misconduct and the specific policy that was violated].

This behavior is not in line with our company values and standards, and it is important that all employees adhere to the established policies to maintain a professional and respectful workplace environment.

As a result of this misconduct, we would like to discuss this matter further. Please schedule a meeting with me by [insert deadline for scheduling a meeting] to address this issue. Your cooperation in resolving this matter is essential.

Thank you for your attention to this serious matter. We look forward to your prompt response.

Sincerely,

[Manager/Supervisor Name]

[Position]

[Company Name]

[Contact Information]