

Action Steps Following Integrity Violation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Position]

Subject: Action Steps Following Integrity Violation

Dear [Employee's Name],

Following our recent discussion regarding the integrity violation that occurred on [specific date], we have outlined the necessary action steps to address this issue and ensure accountability. The following steps will be taken:

1. **Investigation:** An investigation will commence immediately to gather all relevant facts and documentation regarding the incident.
2. **Meeting:** A meeting will be scheduled on [insert date] to discuss the findings and your perspective on the matter.
3. **Corrective Action:** Based on the investigation's outcome, appropriate corrective actions will be implemented, which may include training, counseling, or disciplinary measures.
4. **Follow-Up:** A follow-up review will be conducted after [insert time frame] to assess improvements and adherence to our integrity standards.

Your cooperation during this process is essential to uphold the values of our organization. Please feel free to reach out to me with any questions or concerns you may have.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]