

Letter of Accountability

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Accountability for Failure to Follow Company Procedures

Dear [Employee Name],

It has come to my attention that on [insert specific date], you failed to adhere to the established company procedures regarding [briefly describe the specific procedure]. This action has led to [describe the consequences of failing to follow procedures].

As a valued member of our team, it is crucial that you understand the importance of these procedures and the impact that not following them can have on our operations and overall success.

Please be advised that this letter serves as a formal record of this incident. We expect you to take responsibility for your actions and to ensure that similar issues do not occur in the future. You are encouraged to reach out for any assistance or clarification you may need regarding company policies.

We will discuss this matter further in our upcoming meeting on [insert date]. It is important for you to come prepared to discuss how you plan to improve and adhere to our procedures moving forward.

Thank you for your attention to this serious matter.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]