

Employee Wellness Violation Notice

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Position]

Dear [Employee Name],

This letter serves as an official alert regarding a violation of our company's wellness policies that occurred on [Insert date of violation]. Our records indicate that you [briefly describe the violation].

Maintaining a healthy work environment is a priority for our organization, and adherence to our wellness guidelines is essential. We encourage you to take this matter seriously and proactively engage in activities that support your well-being.

Please take the following steps to address this issue:

- [Step 1]
- [Step 2]
- [Step 3]

If you have any questions or require assistance, feel free to reach out to [HR contact person] at [contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]