

Notice of Breach of Code of Conduct

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice regarding a breach of the organization's Code of Conduct that occurred on [Insert Date of Incident]. It has been brought to our attention that you [briefly describe the incident and how it breaches the Code of Conduct].

As per our company policy, adherence to the Code of Conduct is mandatory, and any violation will be taken seriously. This incident is seen as a violation of [specific section of the Code of Conduct], which outlines the expectation of [insert expectation].

Please be advised that this notice will be placed in your personnel file, and a meeting will be scheduled to discuss this matter further. Your prompt attention to this issue is required.

If you have any questions or would like to provide your account of the incident, please do not hesitate to contact me directly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]