

Employee Conduct Violation Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as a formal notice regarding a violation of company conduct policies that has been observed on [insert date of incident]. Specifically, it has been reported that you [describe the conduct violation, e.g., arrived late to work without notification, used inappropriate language, etc.].

As per our company policies, we hold all employees to a standard of conduct that reflects our core values and commitment to a respectful workplace. Such behavior undermines our team's morale and productivity.

We ask you to meet with [Supervisor/HR Manager's Name] on [insert date and time] to discuss this matter further. This meeting will provide an opportunity to present your perspective on the situation and to determine the next steps.

Failure to improve your conduct may result in further disciplinary action, up to and including termination of employment.

We appreciate your attention to this serious matter. Please feel free to reach out if you have any questions before our meeting.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]