

Violation of Company Policy 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 Name]'s policies that occurred on [Date of Incident]. Specifically, it has come to our attention that [briefly describe the incident or policy violated].

As per our company policy outlined in the [Employee Handbook/Policy Manual], [insert relevant policy details]. This violation is considered serious and may result in disciplinary action, including [list possible consequences, e.g., written warning, suspension, termination].

We expect all employees to uphold company policies and conduct themselves in a manner that reflects our core values. We urge you to take this matter seriously and to review the relevant policies in our Employee Handbook.

Please be advised that you are required to meet with [Supervisor/Manager Name] on [Date] to discuss this matter further.

We appreciate your attention to this situation and expect your full cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]