

# Policy Violation Warning Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Policy Violation Warning

Dear [Employee's Name],

I am writing to formally address a violation of our company policies that occurred on [specific date]. It has been reported that you [describe the specific violation, e.g., arrived late on multiple occasions, failed to follow safety protocols, etc.].

As per our employee handbook, [mention the specific policy affected], this behavior is unacceptable. It not only disrupts our team's workflow but also affects our overall productivity.

This letter serves as a warning. We expect you to adhere to company policies moving forward. Failure to improve your conduct may result in further disciplinary action, up to and including termination.

Please schedule a meeting with me by [insert deadline] to discuss this matter in more detail and to address any concerns you may have.

Thank you for your attention to this serious matter.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]