

No Smoking Policy Enforcement Warning

Date: [Insert Date]

To: [Employee/Individual Name]

From: [Your Name/Position]

Subject: Warning for Violation of No Smoking Policy

Dear [Employee/Individual Name],

This letter serves as a formal warning regarding your violation of the company's no smoking policy, as stated in [Reference Policy Document]. On [Insert Date of Incident], it was observed that you were smoking in a prohibited area.

We take our no smoking policy very seriously as it is aimed at ensuring a safe and healthy environment for all employees. Continued disregard for this policy may result in further disciplinary action, including potential termination of employment.

Please acknowledge receipt of this warning and your understanding of the consequences of any future violations.

Sincerely,

[Your Name]

[Your Position]

[Company Name]