

# No Smoking Policy Violation Notification

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

This letter serves as a formal notification regarding a violation of the company's no smoking policy. On [insert date of violation], it was reported that you were smoking in a designated non-smoking area.

This is a reminder that our no smoking policy is in place to ensure a healthy and safe environment for all employees. Violating this policy not only jeopardizes your health but also that of your colleagues.

Please consider this letter a formal warning. Continued violations may result in further disciplinary actions, including but not limited to suspension or termination of employment.

If you have any questions or would like to discuss this matter further, please feel free to reach out to [HR Contact Name] at [HR Contact Number/Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]