

Notification of Policy Infraction

Date:

To:

Department:

Subject: Notification of Policy Infraction

Dear ,

This letter is to inform you that a violation of company policy has been identified as follows:

Policy Violated:

Date of Infraction:

Description of Infraction:

Please be advised that any further violations may result in additional disciplinary action, up to and including termination of employment.

If you have any questions or wish to discuss this matter, please contact your supervisor or the Human Resources department.

Sincerely,