[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Notice of Policy Violation and Disciplinary Action**

Dear [Employee Name],

This letter serves as formal notification of a violation of [*specific policy, e.g., “Company Code of Conduct” or “Attendance Policy”*], which occurred on [Date]. Following a review of the incident, it has been determined that your actions were not in compliance with [*specific section or requirement of the policy, e.g., “Section X of the Employee Handbook”*].

**Details of the Policy Violation**

* Incident: [*Describe the incident or behavior, e.g., “Failure to adhere to attendance requirements” or “Engagement in unprofessional behavior.”*]
* Date of Violation: [Specific date(s) of occurrence].
* Policy Violated: [*Cite the relevant policy or section from the employee handbook or company guidelines*].

**Disciplinary Action**

As a result of this violation, the following disciplinary action will be taken, effective immediately:

1. [*Action, e.g., Verbal Warning, Written Warning, Suspension, Final Warning, or Termination*].
2. [*Specific requirements, e.g., Completion of corrective training, probationary period, etc.*].
3. [*Further consequences, e.g., “Failure to comply with these corrective measures or a repeat of this behavior may result in additional disciplinary action, up to and including termination of employment*.”]

**Next Steps**

You are required to:

1. Acknowledge receipt of this notice by signing below.
2. Adhere to the corrective actions outlined above and comply with all company policies moving forward.
3. If you have any questions regarding this matter or require clarification on company policies, contact [HR Contact Name] at [Email Address/Phone Number] by [specific deadline, e.g., “within three business days”].

We trust that you will take this opportunity to improve and align your conduct with company standards.

Yours sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................

**Acknowledgment of Receipt**

I acknowledge receipt of this notice and understand the information and disciplinary action described herein.

Employee Signature: .........................................

Employee Name: .........................................

Date: .........................................