

Non-Compliance Notification Email

Date: [Insert Date]

To: [Employee Name] ([Employee Email])

CC: [HR/Manager Email]

Subject: Non-Compliance with Company Policy – Immediate Attention Required

Dear [Employee Name],

This email is to inform you that a review of your recent conduct has revealed that you have not complied with the following company policy: **[Specify Policy or Procedure]**. The non-compliance occurred on **[Date of Incident]** and pertains to **[Brief Description of Non-Compliance]**.

Please be reminded that adherence to company policies is mandatory for all employees to maintain a safe, respectful, and productive workplace. Failure to comply may result in disciplinary action, up to and including termination, in accordance with company guidelines.

We request that you take immediate corrective action and provide a written explanation regarding this matter by **[Deadline Date]**. If you need any clarification or support, please feel free to contact your manager or the HR department.

We trust you will treat this matter with the seriousness it requires.

Regards,
[Your Name]
[Your Position]
[Company Name]

Important Notes

- Always review facts and documentation before sending a non-compliance notification.
- Ensure the employee receives the email in privacy and with sensitivity.
- Be clear about the policy breach, necessary actions, and possible consequences.
- Provide contact information for guidance or appeal.
- Maintain a professional and objective tone in all communications.