

# Repeated Non-Compliance Warning Notice

Date: [Insert Date]

To:

[Employee Name]

[Employee Position]

[Department]

[Company Name]

## Subject: Repeated Non-Compliance Warning Notice

Dear [Employee Name],

This letter serves as a formal warning regarding your repeated non-compliance with [state applicable policy, rule, or procedure], despite previous notifications and discussions.

On [list specific dates/incidents], you were informed about instances of non-compliance, including:

— [Description of Incident 1]

— [Description of Incident 2]

— [Description of Incident 3]

Our records indicate that, despite prior warnings and opportunities for correction, these behaviors have not improved and continue to violate [policy/rule]. Continued non-compliance may result in further disciplinary action, up to and including termination of employment.

You are required to immediately correct your conduct and strictly adhere to company policies. Please consider this notice as a final warning.

If you have any questions about this notice or require further clarification on the required standards of conduct, you are encouraged to contact [Supervisor/HR Representative].

Sincerely,

[Your Name]

[Title/Position]

[Company Name]

## Important Notes:

- Retain a signed copy of this document for both employee and HR records.
- Ensure specific incidents, dates, and prior corrective actions are clearly stated.
- This notice may be used in future disciplinary proceedings if non-compliance continues.
- Give the employee the opportunity to respond and seek clarification.
- Consult with HR or legal counsel before issuing repeated warnings or final notices.

