

Non-Compliance Notice Letter

Date: _____
To: _____
Employee ID: _____

Subject: **Notice of Non-Compliance**

Dear _____,

This letter serves as an official notice regarding your non-compliance with company policies and procedures. It has been observed that on _____, you did not adhere to the following policy/requirement:

We remind you that adhering to company policies is crucial to maintaining a positive and effective work environment. Continued non-compliance may result in further disciplinary action, up to and including termination of employment.

Please treat this notice with utmost importance and make the necessary adjustments to your behavior or performance immediately.

If you have any questions or need clarification, kindly contact your manager or the HR department.

Supervisor/Manager Signature

Employee Signature

Important Notes:

- This document should be kept confidential and stored in the employee's file.
- Ensure the information provided is accurate and factual.
- Allow the employee an opportunity to discuss or respond to the notice.
- Non-compliance notices are often a first step before more severe disciplinary actions.
- Refer to your company's HR policies for proper procedures.