

**Date:** June 30, 2024

**To:** John Doe

**Position:** Sales Associate

**Department:** Sales

## Formal Notification of Policy Breach

Dear John Doe,

This letter serves as a formal notification regarding a breach of company policies. On June 27, 2024, you were found to be in violation of the Company's Internet Usage Policy by accessing restricted websites during work hours.

As per our internal review process and in accordance with our Employee Handbook (Section 5.3), this incident constitutes a breach of company guidelines. The specific details of the incident are attached with this document.

Please be advised that this is a formal warning. Future violations may result in further disciplinary action, up to and including termination of employment. You are requested to submit a written explanation within 3 business days of receiving this notification.

Should you have any questions or believe this notification is in error, please contact your supervisor or the HR department promptly.

Sincerely,  
Jane Smith  
Human Resources Manager  
XYZ Corporation

### Important Notes:

- This document should be kept confidential and stored securely in the employee's personnel file.
- Legal or HR review is recommended before issuing formal notifications to ensure compliance with company policy and labor laws.
- Clear documentation of all incidents and communications is vital for proper record-keeping.
- The recipient must be allowed the opportunity to respond or appeal the findings.