

Notice of Non-Adherence to Company Policy

Employee Name: [Employee Full Name]
Employee ID: [Employee ID]
Department: [Department Name]
Date of Notice: [MM/DD/YYYY]

Description of Non-Adherence

This notice is issued to inform you of a deviation from established company policies and procedures as observed on [Date of Incident]. The specific policy not adhered to is:

[Briefly state the policy and describe the incident or behavior requesting correction, including relevant details.]

Actions Taken / Required

The following actions have been taken or are required:

- [Description of any immediate actions taken]
- [Required corrective actions by the employee]
- [Timeline for compliance, if applicable]

Further Steps

Please consider this notice as a formal reminder to comply with all company policies moving forward. Failure to adhere to company policies may result in further disciplinary action, up to and including termination of employment.

Employee Signature _____ Date: _____

Supervisor/Manager Signature Date: _____

Important Notes

- This notice should be acknowledged and signed by both the employee and the supervisor or manager.
- Keep a copy for the employee's personnel records.
- Details should be factual, objective, and specific to the incident.
- This document does not constitute immediate termination, unless specified by company policy.
- Employees may contact HR for clarification or to discuss the notice further.