

# 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.