

# Official Non-Compliance Notice

## Policy Violation Notification

**Date of Notice:** June 15, 2024  
**To:** [Employee Name]  
**Employee ID:** [00012345]  
**Department:** [Department Name]  
**From:** Human Resources Department

### Subject: Notice of Policy Violation

This notice serves as formal notification that you have been found to be in non-compliance with the following company policy:

**Policy Title:** [Enter Policy Title]  
**Policy Number:** [POL-2024-01]

#### Description of Violation:

[Briefly describe the incident or behavior that led to this notice, providing relevant dates and details.]

In accordance with company procedures, this non-compliance is being documented. You are required to take corrective action as outlined below:

- [State corrective actions required]
- [List any deadlines or follow-up steps]

Please be advised that continued non-compliance may result in further disciplinary action, up to and including termination of employment.

**Employee** \_\_\_\_\_

**Acknowledgement:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Important Notes

- This document should be kept confidential between involved parties.
- Ensure all details are accurate and supported by evidence or investigation findings.
- Allow the recipient an opportunity to respond or clarify the circumstances.
- File a signed copy in the employee's personnel records.