

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.