

# Policy Infringement Notification

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

**To:** [Name of Employee/Recipient]

**Department/Team:** \_\_\_\_\_

**From:** [Name of Issuer/Authority]

**Subject:** Notification of Policy Infringement

## Details of the Infringement

This notification serves to inform you of an observed infringement of organizational policy. The details are as follows:

**Policy Violated:** \_\_\_\_\_

**Date/Time of Infringement:** \_\_\_\_\_

**Description of Incident:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Potential Impact:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Required Action

Please provide a written response within [X] working days, detailing your explanation and any corrective measures you intend to take. Failure to respond may lead to further disciplinary action as outlined in company policy.

## Contact Information

For any questions or clarifications regarding this notification, please contact [Contact Person/Department] at [Contact Details].

## Important Notes

- This document is intended to formally notify the recipient of a policy breach.
- All details should be accurate and supported by evidence where possible.
- Recipients are advised to respond promptly to avoid escalation.
- This document may form part of the recipient's official record.