

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.