

# Sample Letter for Policy Violation

June 20, 2024

John Doe  
123 Employee Avenue  
Springfield, ST 54321

Human Resources Department  
XYZ Corporation  
500 Main Street  
Springfield, ST 54321

Dear John Doe,

This letter serves as an official notice regarding a recent policy violation that occurred on June 15, 2024.

After a thorough review, it was determined that you violated company policy regarding punctuality, arriving to work late on three separate occasions within the same week. This behavior does not align with XYZ Corporation's Employee Attendance Policy, which requires all employees to adhere to scheduled working hours.

Please recognize the importance of complying with all company policies to maintain a positive and productive work environment. This letter will be placed in your personnel file as a formal warning. Future violations of similar nature may result in more severe disciplinary actions, up to and including termination of employment.

We encourage you to review the Employee Handbook and reach out to the Human Resources Department if any clarification is required.

Sincerely,

Mary Smith  
HR Manager  
XYZ Corporation

## Important Notes:

- Clearly state the violation and date(s) of occurrence.
- Reference the specific policy that was violated.
- Use professional and objective language throughout the letter.
- Specify potential consequences of repeated violations.
- Keep a signed copy of the letter for company records.