

Breach of Employment Email

Subject: Warning for Breach of Corporate policies.

Dear[Employee Name],

This email is an official warning for the event that occurred on [Incident Date]. [Explain the Incident] was reported to us. Company Policy [Name of the Policy, Page number, Section number, or Serial Number in the Company Policy Document] prohibits this type of behavior in the workplace.

Our rules and processes are designed to ensure that the workplace and corporate culture are accessible and safe for all employees at all levels. We expect all employees to respect and obey these guidelines in order to establish a collaborative and performance-oriented work culture.

We've placed you on probation since you've been found to be breaking the rules. During this time, your actions will be monitored.

You will face serious sanctions if you commit the same offense again, including

(a) suspension without pay or (b) suspension with pay or (c) Termination

We still think of you as a valuable member of our team, and we expect you to make immediate improvements. I'm hoping for a positive outcome from our conversation.

If you have any questions, please feel free to contact us at any time. To acknowledge that you have read and understand the argument, you must sign a copy of this letter.

Thanks,

[Name and signature]