

Breach of Policy Complaint Letter

This package contains:

1. Instructions & Checklist for Letter to Address a Breach of Policy
2. Breach of Policy Complaint Letter

Instructions & Checklist for Breach of Policy Complaint Letter

- This package contains (1) Instructions & Checklist for a Letter to Address a Breach of Policy; and (2) Breach of Policy Complaint Letter;
- This form is designed to assist you in drafting a letter to an employee who has breached company policy.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I recently became aware of a very serious situation involving a blatant disregard for our company policy.

Apparently, you [Briefly Describe Situation]. This is simply unacceptable. Our company policy is in place for a specific reason, and we cannot tolerate employees who do not respect our rules and regulations.

As a valued employee of [Company Name], I was very disappointed to hear that you were involved in this matter. Please think very carefully before acting in this manner again in the future. To do otherwise may jeopardize your employment here. If you would like to discuss this matter further, please feel free to contact me.

Thank you, in advance, for your serious consideration of this letter.

Sincerely,

[Your Name]
[Title if any or delete if none]