

Letter to Criticize an Employee for the Breach of a Policy

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I hope that you were provided with the employee handbook at the time you joined the company and you must also have signed the statement of understanding with the company before joining so I have no doubt that you are well aware of the company's policies and the ways our employees are supposed to behave. I am unable to understand why then are you continuously breaching the company's policy of [enter policy]. You are not supposed to do this. This is affecting us and the work environment so please abstain from such behaviors as i don't find myself tolerant enough to allow you this. I hope to not write such a letter to you again in future.

Follow the company's policies. Thank you!

[Your Name]

[Senders Title] -Optional-