Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID Number]
Department: [Insert Department Name]

Subject: Official Citation Regarding Code of Conduct Violation

Dear [Employee Name],

This letter serves as a formal citation regarding your failure to adhere to the company's Human Resources Code of Conduct. Specifically, this notice concerns the following incident(s):

Date of Incident: [Insert Date]
Policy Violated: [Insert Policy Section Name/Number]
Description of Behavior: [Insert brief, factual description of the violation]

The Code of Conduct is designed to ensure a professional, safe, and productive work environment for all employees. Your recent actions have been found to be inconsistent with these established standards.

Required Corrective Action:
[Insert specific steps the employee must take, e.g., retraining, immediate cessation of behavior, etc.]

Please be advised that further violations of company policy may result in additional disciplinary action, up to and including termination of employment. A copy of this citation will be placed in your permanent personnel file.

If you wish to provide a written response to this citation, please submit it to the Human Resources department within [Insert Number] business days.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received a copy of this citation and have had the opportunity to discuss it with my supervisor/HR representative.

_____

Employee Signature

_____

Date