

Subject: Urgent: Policy Compliance Grace Period Notice

Dear [Employee Name],

This letter serves as a formal notification regarding your non-compliance with the following company policy: [Policy Name/Reference].

At [Startup Name], we strive to maintain a culture of [Core Value, e.g., transparency and accountability]. Adherence to our internal policies is essential for our growth and operational efficiency.

We are currently granting you a **grace period** to rectify this situation and align with the policy requirements. This period will begin on [Start Date] and expire on [End Date].

Required Actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Failure to achieve full compliance by the end of this grace period may result in further disciplinary action, up to and including termination of employment.

If you require clarification on the policy or face specific obstacles in meeting these requirements, please reach out to [Manager Name/HR] immediately.

Best regards,

[Your Name]
[Your Title/Founder]
[Startup Name]