Letter of Reprimand:

Non-Compliance

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| --- | --- |
| [Employee Name] | [Company Name] |
| [Employee Job Title] | [Company Address] |
| [Employee Department] | [Date] |
|  |  |
|  |  |

Subject: Letter of Reprimand for Non-Compliance with Company Procedures

Dear [Employee Name],

This letter serves as an official reprimand for your recent failure to comply with the company’s established procedures. On [Insert Date], it was observed and documented that you did not [Insert Reason] adhere to the ISO90001 compliance checklist while cleaning your machine station. All employees must do so as it is crucial to maintain the company’s ISO compliance certificate and product quality.

This deviation from established procedures has compromised quality and jeopardized our ISO90001 certification. Adherence to company procedures is essential to ensure consistent and safe operations]

Effective immediately, you are expected to:

1. Familiarize yourself thoroughly with all relevant procedures and protocols.
2. Strictly adhere to these procedures in all aspects of your work.
3. Seek clarification or guidance from your supervisor or the relevant department if you are unsure about any procedure.

Failure to comply with these expectations may result in further disciplinary action, up to and including termination of employment.

We are committed to supporting you in meeting these requirements and maintaining high standards of operation. If you need additional training or resources to better understand and follow the procedures, please contact the Human Resources department or your supervisor.

Please acknowledge receipt of this letter by signing and returning the attached copy. Your signature indicates that you have received and understood the contents of this letter, not necessarily that you agree with it.

Sincerely,

[HR Department Representative Name]

I, [Employee Name], acknowledge receipt of this letter of reprimand and understand its contents.

Handwritten Signature



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