

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Title]

Department: [Department Name]

Subject: Formal Notice of Corporate Gift Policy Breach

Dear [Employee Name],

This letter serves as a formal notice regarding a recorded breach of [Company Name]'s Corporate Gift and Hospitality Policy.

Based on internal review/reports, it has come to our attention that on [Date], you [received/offered] a gift or hospitality from [Third Party Name/Organization] described as: [Description of Gift/Hospitality].

According to our records, this action constitutes a violation of the following policy section(s):

- [Section Number/Name - e.g., Exceeding monetary threshold]
- [Section Number/Name - e.g., Failure to report/register gift]
- [Section Number/Name - e.g., Acceptance during a tender process]

Maintaining transparency and avoiding conflicts of interest is essential to our corporate integrity. As a result of this breach, the following action is required:

- [Action Item: e.g., Return the gift immediately]
- [Action Item: e.g., Reimburse the company for the value]
- [Action Item: e.g., Mandatory attendance at a compliance training session]

Please be advised that further violations of company policy may result in more severe disciplinary actions, up to and including termination of employment. A copy of this notice will be placed in your personnel file.

If you wish to provide a formal explanation or appeal this finding, please submit your response in writing to the HR Department by [Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

[Employee Signature]

Date: _____