

Date: [Date]

To: [Recipient Name/Department Head]

From: [Compliance/Internal Audit Department]

Subject: WARNING: Identification of Policy Exception Disparities

Dear [Recipient Name],

This letter serves as a formal notification regarding a discovered disparity in the application of [Name of Policy, e.g., Remote Work Policy/Expense Reimbursement Policy].

Following a recent review of departmental records for the period of [Date] to [Date], our office has identified inconsistencies in how policy exceptions are being granted. Specifically, the following issues were noted:

- Uneven distribution of exceptions across similar roles.
- Lack of standardized documentation for approved deviations.
- Exceptions granted without meeting the established qualifying criteria.

The current lack of uniformity creates significant risks, including potential claims of unfair treatment, decreased employee morale, and non-compliance with regulatory standards. Policy exceptions must be the result of documented necessity and must be applied consistently to all employees who meet the same criteria.

Required Actions:

1. Immediate suspension of new informal exceptions.
2. A formal review of all current active exceptions within your department.
3. Submission of a corrective action plan to [Department Name] by [Deadline Date].

Failure to address these disparities may result in a formal audit or the revocation of exception-granting authority for your department.

Please contact [Contact Name] at [Phone/Email] to schedule a meeting to discuss the alignment of your departmental practices with corporate policy.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]