

Policy Violation Notice - Formal

Subject: Notice of Non-Compliance with Job Descriptions Policy

Dear [Manager Name],

This letter serves as formal notice that your department is not in compliance with the Job Descriptions Ownership and Writing Policy, specifically regarding [specific violation].

Our records indicate:

- [Number] positions lack current job descriptions (last updated more than [timeframe] ago)
- [Number] positions were filled without approved job descriptions on file
- Job descriptions for [positions] were modified without proper HR review and approval

This non-compliance creates significant legal and operational risks for the organization, including potential exposure in employment disputes and difficulties in performance management and compensation decisions.

Required corrective actions:

1. Submit all missing or outdated job descriptions by [deadline]
2. Attend mandatory policy training session on [date]
3. Implement departmental process to ensure ongoing compliance

Failure to achieve compliance by the stated deadline will result in [consequences: hiring freeze, escalation to senior leadership, etc.].

HR is available to provide support and resources to help your department achieve compliance.

Please contact [HR contact] to schedule an assistance session if needed.

We appreciate your immediate attention to this matter.

Sincerely,

[HR Director Name]

Director of Human Resources

[Contact Information]

cc: [Senior Leadership]

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