

Email Regarding Alcohol Consumption on Company Property

Subject: Violation of Company Policy – Alcohol Consumption on Premises

Dear [Employee Name],

This email serves as a formal reminder that consumption of alcohol on company property is strictly prohibited. It was reported that you were found consuming alcohol within the premises on [date].

Such conduct is unacceptable and violates our workplace safety policy. You are hereby warned to refrain from any future incidents. Further violations may lead to severe disciplinary action.

Please acknowledge this message to confirm you understand the seriousness of this issue.

Best regards,

[Your Name]

[Department]

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