To:

From:

Date:

**Re: Written Notice of Violation of Company Policies**

This is an official written notice of your violation of various Company policies.

First, on numerous occasions you have not attended work on time and as scheduled. Timely attendance is a significant factor in serving our customers in your customer service role. lack of attendance and lateness is unacceptable.

We also feel it is imperative to remind you of the following Company policies and procedures as well as the legally enforceable duties you as an employee owe to the Company:

* 1. All clients serviced by you are the property of the Company. You do not have any ownership over the Company's clients that are originated or serviced while you are an employee of the Company.
	2. You are not permitted to directly or indirectly induce or attempt to induce any of the employees of the Company to leave the employ of Company.
	3. You are not permitted to solicit the business of any client, customer, or any consultant of the Company for your own personal gain or for the gain of any other business, without the Company’s express written consent.
	4. If you decide to take time off for any reason, you must communicate that to the Company in writing at-least 12-hours in advance.
	5. It is expected that you will respond to the Company’s, clients, directors and supervisors in a timely fashion. Failure to respond to the Company’s clients, directors, and supervisors within 24 hours shall be deemed a violation of this policy. Repeated failure to respond to Company’s clients, directors, and supervisors may be a basis for further disciplinary action including termination of your employment.
	6. You are not allowed to, under any circumstance whatsoever, accept any payments from Company’s clients. All payments must go through a Company Director. Failure to strictly adhere to this policy may be a basis for further disciplinary action including termination of your employment.
	7. As an employee of the company you owe duty to the Company and the clients that we serve. You therefore are expected not to disparage or encourage others to disparage the Company, its agents, employees, or affiliates.

Strict compliance with the above company policies and procedures is a core requirement of your job description.

Continuing attendance problems may result in further disciplinary action up to and including termination of your employment.

Continuing failure to adhere to Company policies and procedures may result in further disciplinary action up to and including employment termination.

Please note that the purpose of this notice is to advise you of our concerns with the hopes that you will adjust your behavior accordingly to ensure a continued amicable and productive work relationship.

I acknowledge that I have received and understand this written reprimand. I understand that a copy of this written reprimand will be placed in my official personnel file. I also understand that I have the right to prepare a written response that Human Resources will attach to the original written reprimand in my file.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_