



T.E.A.D. Equestrian Association for the Disabled

Breach of Company Code of Ethics - Letter

(Date)

(Name of Manager)

(Title)

(Phone Number)

(Email)

(Recipient Name)

(Title)

Dear (Recipient Name),

This letter has been written in regards to the events of (Insert Date) where (Insert Incident). These actions are in direct violation of our Company Code of Ethics. The Equestrian Association for the Disabled takes our Code of Ethics seriously, and believes that it is integral to our company's growth and vision.

Because of your actions you (Insert Consequence Based on Severity e.g. are receiving a written warning). If you are found to once again be in violation of the Company Code of Ethics you will face additional disciplinary action.

I have attached the Code of Ethics for your review. If you have any questions about the content of this letter or the Code of Ethics, please contact (Contact Name) at (Contact Information).

Sincerely,

(Your Name)

(Your Title)

(Your Phone Number)

(Your Email@company.com)