

Clean Desk Violation Notification

Date:

To:

Department:

Subject: Clean Desk Violation Notification

Dear ,

This letter is to notify you of a violation of the company's Clean Desk Policy observed on at .

Details of Violation:

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As per company policy, all employees are required to ensure their workstations are free from confidential or sensitive materials when unattended.

Please review and adhere to the Clean Desk Policy to avoid future violations.

If you have any questions or require clarification, please contact .

Sincerely,