

Food/Pharmaceutical Material Rejection Template

Subject: Official Material Rejection Notice - Regulatory Non-Compliance

Dear [Supplier Name],

This serves as official notification of material rejection due to regulatory non-compliance. The materials referenced below are hereby rejected and must be removed from our facility immediately.

Rejected Materials:

- Product: [Product Name/Code]
- Lot Numbers: [Lot Numbers]
- Quantity: [Amount]
- Delivery Date: [DATE]

Regulatory Violations:

The materials fail to meet FDA/[Regulatory Body] requirements as follows:

- [Specific regulation violated]
- [Certification missing/expired]
- [Contamination/safety issue]

This rejection is mandatory under our quality management system and regulatory compliance obligations. The materials pose potential risks to consumer safety and regulatory standing.

Immediate Actions Required:

1. Arrange immediate removal of rejected materials
2. Provide corrective action plan within 5 business days
3. Submit proper documentation and certifications for future shipments
4. Implement preventive measures to avoid recurrence

This incident will be documented in our supplier quality records. Continued non-compliance may result in supplier disqualification.

Sincerely,

[Your Name]

[Quality Assurance Manager]

[Company Name]

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