

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notification

We are writing to formally inform you of a disciplinary action taken regarding your employment at [Company Name]. This action follows our recent meetings and discussions concerning your performance/conduct related to [specific incident or policy violation].

Details of the incident(s) are as follows:

- Date and description of the incident
- Specific policy or rule violated
- Previous discussions or warnings, if applicable

As a result of this conduct, we have decided to impose the following disciplinary action:

- [Details of the disciplinary action, e.g., suspension, demotion, probation, etc.]
- Effective date of the action

We expect you to take this matter seriously and consider the implications of your actions on your employment and the workplace environment.

Please be advised that any further violations could result in more severe disciplinary actions, including termination of employment.

Should you have any questions or wish to discuss this matter further, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]