

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Disciplinary Action Notice

This letter serves as formal documentation regarding your recent conduct at work, specifically [briefly describe the behavior or incident, e.g., "failure to meet deadline" or "inappropriate behavior"]. This issue was discussed during our meeting on [date of meeting], and we feel it is necessary to take further action.

[Describe the specific policy or guideline that was violated and include any evidence or examples.]

As a consequence of this behavior, the following disciplinary action will be taken: [outline the disciplinary action, e.g., "a written warning," "suspension," "reduction in pay," etc.]. This action is effective as of [date] and will be documented in your personnel file.

We expect you to take this matter seriously and improve your conduct going forward. Please be aware that further violations may result in more severe disciplinary action, up to and including termination of employment.

You have the right to respond to this notice in writing by [provide a deadline for response].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]