

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notice

I. ****Introduction****

This letter serves as formal notification of disciplinary action taken against you due to [briefly state reason - e.g., violation of company policy, poor performance, etc.].

II. ****Details of Incident****

On [date], [describe the specific incident or behavior that led to this action], which is in violation of [cite specific policy or expectation].

III. ****Previous Discussions****

This issue has been addressed on [mention previous meetings or warnings, if applicable], where we discussed [summarize previous points of contact regarding the problem].

IV. ****Consequences****

As a result of this incident, the following disciplinary action will be taken:

[Clearly outline the disciplinary action - e.g., suspension, demotion, probation, etc.], effective [date].

V. ****Future Expectations****

We expect you to [state expected behavior moving forward] and you will be required to [mention any additional requirements - e.g., attend training sessions, submit regular reports, etc.].

VI. ****Right to Appeal****

You have the right to appeal this decision. Should you wish to do so, please submit your appeal in writing to [name or title of the person] by [date].

If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]