

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Employee's Address]

Dear [Employee's Name],

Subject: Disciplinary Action Notice

This letter serves as a formal notice regarding disciplinary action taken against you due to [specific reason for disciplinary action, e.g., violation of company policy, performance issues].

On [date of incident], it was observed that [brief description of the incident or behavior]. This conduct is in violation of [specific company policy or standard].

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

- [Describe the disciplinary action, e.g., suspension, warning, demotion]
- [Any additional steps, if applicable]

Please be advised that failure to improve may lead to further disciplinary actions. You are encouraged to discuss this matter with your supervisor by [deadline for discussion].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position]