

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Disciplinary Action Notice

This letter serves as a formal notice regarding the disciplinary action taken against you for [describe the misconduct, e.g., violation of company policy, inappropriate behavior, etc.].

On [date of incident], it was reported that you [provide a brief description of the incident or behavior]. This behavior is in violation of [specify company policy, rule, or code of conduct].

As a result of this misconduct, the following disciplinary action has been decided:

- [Specify the action, e.g., suspension, probation, termination, etc.]

This action will take effect on [date]. We believe that this step is necessary to uphold the standards of conduct expected at [Company Name]. You have the right to respond to this notice. If you wish to discuss this matter further, please contact [supervisor/HR representative] at [contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]