

\*\*[Your Company Letterhead]\*\*  
\*\*[Date]\*\*  
\*\*[Employee's Name]\*\*  
\*\*[Employee's Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*Subject: Disciplinary Action Notice\*\*  
Dear [Employee's Name],  
1. \*\*Introduction\*\*  
Begin with a brief statement regarding the purpose of the letter.  
\*Example: This letter is to formally notify you of the disciplinary action being taken due to [specific violation or behavior].\*

2. \*\*Description of Incident\*\*  
Provide a detailed account of the incident(s) that led to the disciplinary action.  
\*Example: On [date], it was reported that you [describe the incident]. This behavior is in violation of [company policy or code of conduct].\*

3. \*\*Previous Warnings (if applicable)\*\*  
Mention any previous verbal or written warnings provided regarding the same issue.  
\*Example: You received a verbal warning on [date] and a written warning on [date] concerning similar behavior.\*

4. \*\*Disciplinary Action\*\*  
Clearly state the disciplinary action being taken and any relevant details.  
\*Example: As a result of this behavior, you are hereby suspended for [duration] effective immediately.\*

5. \*\*Expectations Moving Forward\*\*  
Outline any expectations for future behavior and the consequences of failing to meet those expectations.  
\*Example: You are expected to adhere to company policies henceforth. Continued violations may result in further disciplinary action up to and including termination.\*

6. \*\*Right to Respond\*\*  
Inform the employee of their right to respond or appeal the decision.  
\*Example: You have the right to respond to this action within [number of days] if you believe this decision is unjust.\*

7. \*\*Conclusion\*\*  
Closing statement expressing hope for improvement.  
\*Example: We hope that you will take this opportunity to improve your conduct and continue contributing positively to the team.\*

Sincerely,  
\*\*[Your Name]\*\*  
\*\*[Your Title]\*\*  
\*\*[Company Name]\*\*  
\*\*[Contact Information]\*\*  
\*\*Cc: [HR Department / Supervisor]\*\*  
\*\*Enclosure: [Any relevant documents]\*\*