

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Disciplinary Notice

We are writing to formally notify you of a disciplinary matter that has arisen regarding your conduct at work. This notice serves to address the following issue(s):

1. ****Description of Incident****: [Provide a detailed description of the incident(s) that led to the disciplinary action.]
2. ****Date(s) of Incident(s)****: [List the specific date(s) when the incident(s) occurred.]
3. ****Company Policy Violated****: [Specify the company policy or guideline that was violated.]

As a consequence of this incident, we are implementing the following disciplinary action:

- [Detail the specific action being taken, e.g., warning, suspension, etc.]
- [Include any conditions or expectations moving forward.]

You are encouraged to meet with your supervisor [or HR representative] to discuss this matter further. Please be aware that failure to improve your conduct may result in further disciplinary actions, up to and including termination of employment.

This notice will be placed in your personnel file. Should you have any questions or wish to provide a written response, please do so by [insert response deadline].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Enclosure: any supporting documents, if necessary]