

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

Dear [Employee's Name],

Subject: Disciplinary Action Notice

This letter serves to formally address a recent issue related to your [performance/conduct] in the workplace. On [date of incident], [specific details about the incident or behavior that led to this disciplinary action].

As per our company policies outlined in the employee handbook, this behavior is considered unacceptable because [reason why the behavior is against policy].

As a result of this incident, we are issuing you a [type of disciplinary action, e.g., written warning, suspension] effective [start date of action]. It is important for you to understand that any further violations may result in more severe consequences, up to and including termination.

We encourage you to take this opportunity to [mention any necessary steps for improvement, support available, or next steps].

Please sign and return a copy of this letter to acknowledge your receipt and understanding of this disciplinary action.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

Acknowledgment of Receipt:

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[Employee's Signature]

[Date]