

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notification

We are writing to inform you of the disciplinary action being taken regarding [specific issue/incident], which occurred on [date]. This action is a result of [brief description of the behavior or violation]. After investigating the situation and reviewing relevant policies, we have determined that [describe the consequences of the behavior or violation, e.g., verbal warning, suspension, termination]. This decision has been made to ensure a professional and respectful work environment for everyone at [Company Name].

You are expected to [outline any expectations for improvement or behavior moving forward]. We encourage you to reflect on this matter and understand the seriousness of the situation.

Please be aware that further violations may result in more severe disciplinary actions, up to and including termination. We would like to set up a meeting on [date and time] to discuss this action further and how you can improve moving forward.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]