

[Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Discipline Notice

I. Introduction

We are writing to formally address a matter concerning your conduct/performance that has not aligned with [Company Name]'s policies and standards.

II. Description of Incident

On [date of incident], it was reported that you [describe the incident or behavior that led to this discipline].

III. Company Policy Violation

This behavior is in violation of [specific policy or guideline], which states [briefly outline the relevant policy].

IV. Previous Discussions

We have previously discussed this issue on [date(s) of prior discussions] where we addressed [brief summary of prior discussions or warnings].

V. Disciplinary Action

As a result of this incident, the following disciplinary action will be taken:

- [Describe the action, e.g., warning, suspension, etc.]
- [Include any other consequences or actions that may follow]

VI. Employee Acknowledgment

You are encouraged to discuss this matter with your supervisor or HR if you have any questions or need clarification.

VII. Conclusion

We hope to assist you in improving your performance and adhering to our standards moving forward.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]