

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notice

This letter serves to formally notify you of the disciplinary action being taken due to [specific violation or behavior].

****Incident Details:****

- Date of Incident: [Date]

- Description: [Brief description of the incident]

****Previous Discussions/Warnings:****

[Summarize previous discussions, warnings, or relevant history related to the issue]

****Action Being Taken:****

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

- [Specify action, e.g., suspension, demotion, final warning, etc.]

- Effective Date: [Date]

****Expectations Going Forward:****

We expect you to [list specific expectations or changes in behavior].

Failure to meet these expectations may result in further disciplinary action, up to and including termination.

****Right to Respond:****

You have the right to respond to this letter. Please submit your response by [date] to [supervisor/HR contact].

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]