

[Your Name]
[Your Title]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Title]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Disciplinary Action

I am writing to formally address a matter of concern regarding your conduct/performance at [Company/Organization Name]. This letter serves as a formal notice of disciplinary action following [specific incident, behavior, or performance issue].

On [date of incident], it was observed/reported that [describe the specific behavior or performance issue, including any relevant details]. This behavior is in violation of [specify relevant company policy, code of conduct, or performance standard].

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

1. [Detail the disciplinary action, e.g., verbal warning, written warning, suspension, etc.]
2. [Include any other relevant terms, such as required training, improvement plan, or follow-up meetings].

We expect you to take immediate corrective actions to address this issue. Failure to improve your conduct/performance may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter and indicate your understanding of the expectations moving forward by signing and returning the enclosed copy.

If you have any questions or would like to discuss this matter further, please feel free to reach out to me directly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Enclosure: [Copy of this letter for acknowledgment]