

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notification

We are writing to formally notify you of a disciplinary action regarding [briefly state the reason, e.g., violation of company policy, inappropriate behavior, etc.]. This action is in accordance with our company policies and procedures.

****Details of the Incident:****

- ****Date of Incident:**** [date]

- ****Location:**** [location]

- ****Description of Incident:**** [provide a concise description of the incident]

****Previous Warnings/Actions:****

- [List any prior warnings or actions related to this issue, including dates and details.]

****Disciplinary Action:****

As a result of the incident, you are subject to [describe the disciplinary action - e.g., suspension, probation, termination, etc.]. This action will take effect on [effective date].

****Expectations Moving Forward:****

We expect you to [include any expectations or requirements for improvement]. Failure to comply may result in further disciplinary actions.

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

You have the right to respond to this notice. If you would like to discuss this further, please contact [name and title] at [contact information] by [response deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Optional: Acknowledgment of Receipt by Employee]

[Employee's Signature]

[Date]