

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notice

We are writing to inform you of the disciplinary action being taken regarding your [specific behavior or performance issue], which was discussed during our meeting on [date of meeting].

Details of the Issue:

- Description of the incident(s)
- Dates and times of occurrences
- Any previous warnings or discussions related to this issue

Action Taken:

- Description of the disciplinary action (e.g., written warning, suspension)
- Effective date of the action
- Duration of the action (if applicable)

Expectations for Improvement:

- Specific changes or improvements required
- Timeframe for improvement
- Resources or support available to assist you

Consequences of Non-Compliance:

- Potential further disciplinary action
- Clarification on company policies relevant to this situation

We value your contribution to [Company Name] and hope to see improvements moving forward. Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_