

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

Subject: Disciplinary Action Notification

We are writing to formally notify you of the disciplinary action being taken concerning your conduct in the workplace.

****Nature of Violation:****

[Brief description of the incident or violation, including relevant dates and details.]

****Policy Violated:****

[Refer to the specific company policy or code of conduct that has been violated.]

****Previous Warnings:****

[Outline any previous warnings or discussions related to this issue, if applicable.]

****Action Taken:****

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

[Describe the disciplinary action, e.g., written warning, suspension, etc.]

****Future Expectations:****

It is essential that you [describe any expectations for future conduct or actions that must be taken by the employee].

We hope this action helps to reinforce the importance of adhering to company policies and standards. Please feel free to reach out if you have any questions regarding this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Attachment: Relevant Policy Document (if applicable)]