

[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 formally address a concern regarding [specific behavior or action] that took place on [date(s)]. This action is a violation of [specific company policy or standard].

Details of the Incident:

- ****Date/Time****: [Insert date and time]

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

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

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

- ****Action Taken****: [e.g., written warning, suspension, termination, etc.]

- ****Effective Date****: [Insert date]

You are expected to improve your behavior by [set a timeframe or conditions for improvement]. Future violations may result in more severe disciplinary actions, up to and including termination.

Please sign and return a copy of this letter to acknowledge receipt.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

I, [Employee's Name], acknowledge receipt of this disciplinary action letter.

[Employee's Signature]

[Date]