

[Your Company's 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 matter of concern regarding your behavior/performance in the workplace. After careful consideration and investigation, it has been determined that [specific incident or behavior] occurred on [date].

This action is in violation of [specific company policy or code of conduct] and is not in alignment with the standards expected of employees at [Company Name].

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

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

We encourage you to reflect on this incident and consider how you can improve moving forward. Please note that any further violation may lead to additional disciplinary measures, up to and including termination of employment.

You are welcome to discuss this matter further with your supervisor or HR. We appreciate your immediate attention to this important issue.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]