

****[Your Company Letterhead]****

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

****Subject: Disciplinary Action Notice****

This letter serves as a formal notification regarding your conduct in relation to [specific incident or behavior]. It has been observed that [describe the behavior or incident in detail].

As a result of this behavior, we have decided to take the following disciplinary action: [describe the disciplinary action, e.g., suspension, demotion, etc.]. This action is effective [date].

Please be aware that this action is taken in accordance with [company policies, procedures, or specific guidelines]. We encourage you to take this matter seriously and reflect on your conduct moving forward.

You have the right to respond to this action. If you wish to discuss this matter further, please feel free to contact [HR representative or manager's name] at [contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

****[Your Company Letterhead]****

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

****Subject: Final Warning Notice****

This letter is to formally notify you that after our recent meetings on [dates of meetings], concerning your performance/behavior relating to [specific issue], we are issuing a final warning.

Despite previous discussions and attempts to address this matter, [describe specifics of the issue, including any previous warnings]. Your actions are not in compliance with our company standards.

If there are no improvements seen by [date], we will be compelled to take further disciplinary action, up to and including termination of employment.

You may respond to this warning by contacting [HR representative or manager's name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

****[Your Company Letterhead]****

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

****Subject: Termination Notice****

This letter serves to formally notify you of the termination of your employment with [Company Name], effective [date].

The decision is based on [specific reasons for termination, including prior warnings, incidents, or performance issues]. This action is in accordance with [company policies or specific guidelines].

You are required to return all company property by [return date].

Information regarding your final paycheck and any benefits will be provided.

If you have any questions, please contact [HR representative or manager's name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]