

****Template: Disciplinary Action Letter****

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

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

1. **Introduction**

- State the purpose of the letter.
- Reference any previous discussions or warnings if applicable.

2. **Describe the Incident**

- Provide a detailed account of the incident(s) that led to this disciplinary action.
- Include dates, times, and any relevant evidence.

3. **Explain Policy Violation**

- Clearly state which company policies or expectations were violated.
- Quote or reference the specific section of the employee handbook.

4. **Impact of the Behavior**

- Describe how the employee's actions affected the team, company, or work environment.

5. **Previous Actions Taken**

- Outline any prior disciplinary actions or coaching provided to the employee regarding this behavior, if applicable.

6. **Consequences of Actions**

- State the disciplinary action being taken (e.g., warning, suspension, termination).
- Highlight any conditions for improvement or success moving forward.

7. **Expectations Moving Forward**

- Specify the behaviors or changes expected from the employee moving forward.
- Offer support or resources available to help the employee improve.

8. **Right to Respond**

- Inform the employee of their right to respond or appeal the decision if applicable.

9. **Closing**

- Thank the employee for their attention to this matter.
- Sign off with your name and title.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]