

[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 inform you of a disciplinary action regarding your conduct/performance at [Company Name].

On [date of incident], it was brought to our attention that [specific description of the issue, including date and location]. This behavior is in violation of [specific company policy or procedure].

After a thorough investigation, we have determined that this issue warrants disciplinary action. As a result, you are hereby [state type of disciplinary action, e.g., suspended, demoted, terminated, etc.]. This action will take effect on [effective date].

You have the right to respond to this action. Should you wish to discuss this matter further, please contact [Supervisor/HR representative's name] at [contact information].

We hope this action will serve as a corrective measure and help you understand the importance of [company policies/standards].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]