

[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 notice regarding disciplinary action taken against you.

**\*\*Nature of the Issue:\*\***

On [date(s)], it was observed that [briefly describe the behavior or incident, including dates and impact on the company]. This behavior is in violation of our company policy [specify the relevant policy or guideline].

**\*\*Previous Discussions:\*\***

We previously discussed this matter on [date of previous discussion], where you were informed of the concerns regarding your performance/conduct. During that meeting, you were given guidance and support to improve your situation.

**\*\*Consequences of the Action:\*\***

As a result of this violation, we are implementing the following disciplinary action: [clearly outline the consequences, such as a warning, suspension, reduction in pay, etc.]. This action will be effective immediately and will remain in place until [specify the duration or conditions for review].

**\*\*Expectations Moving Forward:\*\***

We expect you to [describe the expected behavior moving forward and any support or resources available]. Failure to comply with these expectations may result in further disciplinary action, up to and including termination.

**\*\*Acknowledgment:\*\***

Please sign and return a copy of this letter by [date] to acknowledge receipt and understanding of this disciplinary action.

If you would like to discuss this matter further, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

**\*\*Acknowledgment of Receipt:\*\***

I, [Employee's Name], acknowledge that I have received this disciplinary action notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_