

[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 disciplinary action taken against you due to [specific reason(s) for discipline].

1. ****Incident Description****

On [date of incident], it was reported that [describe the incident or behavior that led to disciplinary action].

2. ****Policy Violation****

This behavior violates our company policy on [cite specific policy], as outlined in our employee handbook.

3. ****Previous Discussions****

Prior to this action, we have discussed this matter on [list dates of prior discussions, warnings, or meetings related to behavior].

4. ****Disciplinary Action Taken****

As a result of the above, the following action will be taken:

- [Specify the disciplinary action, e.g., suspension, probation, termination, etc.]
- Effective from [start date of disciplinary action].

5. ****Next Steps****

You are encouraged to [outline any steps the employee can take to improve or discuss the situation].

We appreciate your attention to this matter and hope to see positive changes in your conduct moving forward.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Enclosure: Copy of relevant policies or documentation, if applicable]