

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notification

This letter serves to formally notify you of the disciplinary action being taken against you due to [reason for disciplinary action, e.g., violation of company policy, misconduct, etc.].

Details of the Incident:

- Date of Incident: [Date]

- Description of Incident: [Briefly describe the incident and the context]

Previous Discussion:

[Include any prior meetings/discussions regarding this issue, if applicable]

Disciplinary Action:

As a result of the above, we have decided to take the following action:

- [Specify the disciplinary action, e.g., written warning, suspension, etc.]

Expectations Moving Forward:

We expect you to [outline expectations for future behavior/performance].

Please be aware that further violations may lead to more severe disciplinary action, including possible termination of employment.

If you have any questions or would like to discuss this matter, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

cc: [HR, Supervisor, etc.]

Attachments: [Any relevant documents]