

[Your Name]  
[Your Position]  
[Office/Department Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Office/Department Name]  
[Address]  
[City, State, Zip Code]

Subject: Disciplinary Action Notice

Dear [Employee's Name],

This letter serves as a formal notice regarding the disciplinary action being taken against you due to [brief description of the reason, e.g., violation of conduct code, neglect of duties, etc.].

Details of the Incident:

- Date of Incident: [Insert Date]
- Description: [Provide a clear and concise description of the incident, including any relevant facts]

As per the [relevant rules/regulations], you are hereby notified that you will face [specific disciplinary action, e.g., suspension, demotion, probation, etc.], effective from [start date of action].

You have the right to appeal this decision. Should you choose to do so, please submit your appeal in writing to [Name/Position of the appeals officer] within [number of days] days from the date of this letter.

Please acknowledge receipt of this letter by signing and returning the enclosed copy.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position]

Enclosure: Copy of this letter for acknowledgment.