

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Job Title]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Justification of Disciplinary Action

I am writing to formally address the recent disciplinary action taken against you on [date]. This letter aims to provide a clear justification for the decision made, in accordance with our company policies and procedures.

On [date of the incident], the following incidents were reported:

1. [Detail Incident 1]
2. [Detail Incident 2]
3. [Detail Incident 3]

As a result of these actions, it was determined that your behavior was inconsistent with our company values and standards of conduct. The specific reasons for the disciplinary action are as follows:

- [Reason 1]
- [Reason 2]
- [Reason 3]

Please note that this action is aimed at ensuring a professional and respectful work environment for all employees. We expect all team members to adhere to the policies set forth in our employee handbook.

You are encouraged to reach out if you have any questions or wish to discuss this matter further.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company/Organization]