

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

[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

Subject: Justification of Disciplinary Action

I am writing to formally address the disciplinary action taken against you on [Date of Incident]. This letter serves to outline the reasons and justifications for the decision made.

On [Date], it was reported that [briefly describe the incident or behavior]. This behavior is in direct violation of [specific policy or code of conduct], which states [quote relevant policy].

Following a thorough investigation, including [mention any interviews or evidence reviewed], we have determined that the action was inappropriate and warrants disciplinary response. Your actions have [explain the impact on the team, workplace, or company].

As a result, the disciplinary action of [describe the action taken, e.g., suspension, warning, demotion] was imposed. We believe this step is necessary to uphold our standards and maintain a professional work environment.

We encourage you to take this opportunity to reflect on your actions and consider how to align with our organizational values moving forward.

Should you wish to discuss this matter further, please feel free to schedule a meeting with me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]