

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notification

This letter serves as a formal notification of disciplinary action regarding your performance as the QC Manager at [Company Name].

Date of Incident: [Insert date]

Nature of Incident: [Briefly describe the specific issue or behavior that necessitated this action]

After a thorough investigation and review of the circumstances, it has been determined that your actions were [explain the violation of company policy or performance standards]. This behavior is not in line with the standards expected of your position.

As a result of this incident, the following disciplinary action will be taken:

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

- [If applicable, outline any conditions for improvement and the timeline for follow-up evaluations]

We expect you to take this matter seriously and take corrective actions moving forward. Failure to improve may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below. If you have any questions or would like to discuss this matter further, feel free to reach out to [Supervisor/HR Contact].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____

Date: _____