

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Undertaking Regarding Disciplinary Action

Dear [Employee's Name],

This letter serves as a formal undertaking concerning the disciplinary action taken against you for [brief description of the reason for disciplinary action, e.g., "violation of company policy"].

We would like to outline the terms of the undertaking as follows:

1. ****Nature of Violation:****

[Describe the specific incident or behavior that led to disciplinary action.]

2. ****Disciplinary Action:****

[Detail the disciplinary action being taken, e.g., suspension, warning, etc.]

3. ****Expectations Moving Forward:****

[Clearly state the expectations the company has going forward and any changes that need to be made by the employee.]

4. ****Consequences of Non-compliance:****

[Explain the potential outcomes if the expectations are not met, e.g., further disciplinary action, termination of employment, etc.]

5. ****Acknowledgment:****

By signing below, you acknowledge that you understand the terms of this undertaking and agree to comply with the stated expectations.

Please sign and return this letter by [return date].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Employee's Signature]

[Date]

[Manager's Signature]

[Date]