

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: WDAP Notice

Dear [Recipient's Name],

I am writing to formally notify you under the provisions of the Worker Disciplinary Action Plan (WDAP) regarding [briefly state the reason for the notice, e.g., performance issues, policy violations, etc.].

The specific incident(s) that have led to this notice include:

1. [Detail the first incident with date and description]
2. [Detail the second incident with date and description]
3. [Additional incidents, if any]

As per the WDAP guidelines, we have arranged a meeting to discuss this matter further. The meeting is scheduled for [date] at [time] in [location]. Your presence is essential as we will address these concerns and explore possible ways to improve moving forward.

Please acknowledge receipt of this notice and confirm your attendance at the meeting.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]