

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Disciplinary Action Notice

This letter serves as a formal notification regarding disciplinary action taken against you on [specific date].

****Incident Details:****

On [date], it was reported that you [describe the behavior or incident leading to disciplinary action]. This behavior is a violation of [specific company policy or code of conduct].

****Previous Discussions:****

Prior to this action, we had discussed the issue on [dates of previous discussions], where we addressed the seriousness of the situation and the potential consequences if no improvement was made.

****Action Taken:****

As a result of this incident, we are implementing the following disciplinary measures:

- [List specific actions, e.g., written warning, suspension, demotion, etc.]

- This action will remain in effect until [specify duration or conditions].

****Expectations Moving Forward:****

We expect to see immediate improvement in your conduct and adherence to company policies. Your actions will be monitored, and further violations may result in more severe penalties, up to and including termination of employment.

Please sign below to acknowledge receipt of this letter. If you have any questions or wish to discuss this matter further, do not hesitate to reach out to [supervisor's name or HR representative].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Employee Signature] _____

[Date] _____/

[Employee's Name] [Date Received] _____