[Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Formal Disciplinary Action

Dear [Employee's Name],

This letter serves as a formal notification regarding disciplinary action that is being taken in response to [specific incident or behavior], which occurred on [date of incident].

Following a thorough investigation, it has been determined that your actions were in violation of [company policy or regulations], specifically [reference to the exact policy].

As a result, the following disciplinary action will be implemented:

- [Describe the disciplinary action, e.g., suspension, demotion, etc.] effective [start date].
- [Additional actions or consequences, if applicable].

Please consider this action seriously, as further violations may result in [potential further disciplinary measures].

You have the right to respond to this letter. Please provide your explanation or any additional information by [response deadline]. Your input is valued and will be taken into consideration.

We appreciate your attention to this matter and encourage you to use this as an opportunity for improvement.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]