

Corrective Action Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Subject: Corrective Action Notice

Dear [Employee Name],

This letter serves as a formal notice regarding the [specific behavior or issue] that occurred on [date of incident]. It has been noted that this behavior is not in accordance with our company policies and expectations.

Details of the Incident:

[Provide a detailed description of the incident]

Expected Standards:

[Outline the specific policies or standards that were violated]

Required Actions:

To address this matter, you are required to [list corrective actions expected from the employee].

Consequences of Non-Compliance:

Please be advised that failure to comply with these corrective actions may result in further disciplinary action, up to and including termination.

We encourage open communication, and you are welcome to discuss this matter with your supervisor or human resources if you have any questions or concerns.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]
[Contact Information]