

Corrective Action Plan

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Subject: Corrective Action Plan for Workplace Behavior

Dear [Employee's Name],

This letter serves as a formal notification regarding the concerns related to your workplace behavior. It is crucial to address these issues to ensure a positive and productive work environment.

Issue(s) Identified:

- [Detail the specific behavior or incident]
- [Include any previous discussions or warnings related to the behavior]

Expected Behavior:

Moving forward, you are expected to:

- [List specific behaviors that need to be changed or improved]
- [Include any relevant policies or guidelines]

Action Steps:

You are required to take the following actions:

- [Detail actions the employee must undertake, e.g., attend training, meet with a supervisor]
- [Include deadlines for each action, if applicable]

Follow-up:

A follow-up meeting will be scheduled on [Insert Date] to review your progress and ensure the effectiveness of this corrective action plan.

It is our hope that you will take this opportunity to improve your workplace behavior. Failure to comply with this plan may result in further disciplinary action.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]