

Disciplinary Action Letter

Date: [Insert Date]

To: [Employee's Name]

Job Title: [Employee's Job Title]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice of disciplinary action regarding your inappropriate behavior in the workplace. On [Insert Date(s) of Incident(s)], it was reported that you [describe the inappropriate behavior in detail].

Your actions not only violate our company policies but also create a negative work environment for your colleagues. It is essential that all employees adhere to our standards of conduct, which are designed to foster a professional and respectful workplace.

As a result of this behavior, we have decided to implement the following disciplinary action:

- [Specify the disciplinary action, e.g., suspension, probation, etc.]
- [Any additional actions to be taken, e.g., mandatory training, etc.]

Please be advised that further incidents of this nature may result in more severe disciplinary measures, up to and including termination of employment.

If you have any questions regarding this matter, please feel free to reach out to [HR Contact Name/Title] at [HR Contact Information].

We hope you take this opportunity to reflect on your actions and to align with our organizational values moving forward.

Sincerely,

[Your Name]

[Your Title]

[Company Name]