

Disciplinary Action Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Disciplinary Action for Pet Policy Violation

Dear [Employee's Name],

This letter serves as a formal disciplinary action regarding your violation of the company's pet policy as outlined in the Employee Handbook.

On [insert date], it was observed that you brought your pet to the workplace, which is in direct violation of our established pet policy. This policy is in place to ensure a safe and comfortable environment for all employees.

Your actions were addressed in a previous conversation on [insert date of prior discussion], and you were reminded of the importance of adhering to company policies.

As a result of this violation, we are issuing this disciplinary action. The following measures will be taken:

- [List specific actions, e.g., verbal warning, written warning, suspension, etc.]
- [Detail any future expectations or requirements]

We expect you to comply with the pet policy moving forward. Failure to adhere may result in further disciplinary actions up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Manager's Name]

[Manager's Title]

[Employee's Name] - Signature

Date: _____