

Corrective Action Notice

Date: ___[Insert Date]___

To: ___[Employee's Name]___

From: ___[Manager's Name]___

Subject: Corrective Action for Behavior Issues

Dear ___[Employee's Name]___,

This letter serves as a formal notice regarding your behavior in the workplace. It has come to our attention that your conduct on ___[specific dates/examples of behavior]___ has not met the standards expected at ___[Company Name]___.

Specifically, we have noticed the following issues:

- [Describe specific behavior issue #1]
- [Describe specific behavior issue #2]
- [Describe specific behavior issue #3]

These behaviors are problematic because they ___[explain the impact of the behavior, e.g., disrupt team dynamics, affect productivity]___.

As a result, we require you to take immediate corrective action by ___[specific actions the employee should take, e.g., attending training, improving communication]___. We will schedule a follow-up meeting on ___[insert date]___ to discuss your progress.

Please understand that continued issues may lead to further disciplinary actions, which may include suspension or termination of employment.

We are committed to supporting you during this process and encourage you to reach out if you have any questions or need assistance.

Sincerely,

___[Manager's Name]___

___[Manager's Position]___

___[Company Name]___