

# Disciplinary Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal disciplinary notice regarding misconduct observed on [insert date of incident]. It has come to our attention that you have [briefly describe the misconduct]. This behavior is in violation of [cite specific company policy or code of conduct].

As a result of this misconduct, we have decided to take the following disciplinary action: [describe the action, e.g., suspension, warning, etc.]. This action will be effective starting [insert effective date].

We would like to remind you of the importance of adhering to company policies and maintaining a professional work environment. Continued misconduct may result in further disciplinary action, up to and including termination of employment.

If you have any questions regarding this notice or would like to discuss the matter further, please do not hesitate to reach out to [insert name and position of HR representative].

Regards,

[Your Name]

[Your Position]

[Company Name]