

Performance-Related Disciplinary Action Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as a formal notification regarding performance-related disciplinary action. Despite previous discussions and attempts to address the concerns regarding your performance, we have noted that the following issues remain unresolved:

- [List specific performance issues, e.g., failure to meet deadlines, quality of work, etc.]
- [List additional specific issues, if applicable]

As a result of these ongoing performance issues, we have decided to take the following action:

- [Describe the disciplinary action, e.g., suspension, demotion, etc.]
- [Any additional consequences, if applicable]

We hope that this action will encourage you to make the necessary improvements in your performance. You are required to meet with [Supervisor's Name/ HR Representative] on [Date] to discuss your performance improvement plan.

Please acknowledge receipt of this letter by signing and returning the enclosed copy.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Enclosure: Acknowledgment Copy