

# Employee Disciplinary Action Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Disciplinary Action Notice

Dear [Employee Name],

This notice serves to inform you of the disciplinary action being taken against you for [briefly explain the reason for the disciplinary action, e.g., violation of company policy, poor performance, etc.].

Details of the incident(s):

- [Detail 1]
- [Detail 2]
- [Detail 3]

As a result of these incidents, we have decided to implement the following disciplinary action:

- [Specify the disciplinary action, e.g., written warning, suspension, etc.]
- [Any other relevant details or steps the employee is required to take]

Please be advised that further violations may result in more severe disciplinary action, up to and including termination of employment.

You have the right to respond to this notice. Should you wish to discuss this matter further, please contact me by [insert contact method] by [insert response deadline].

Sincerely,

[Manager/Supervisor Name]

[Position]

[Company Name]