

Corrective Action Notice

Date: _____

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Notice of Corrective Action

Dear [Employee Name],

This letter serves as a formal notice regarding the corrective action being taken due to [describe the issue, misconduct, or performance deficiency]. This incident occurred on [date] and has been documented in accordance with company policy.

Details of the incident include:

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

As a result of this incident, we are implementing the following corrective actions:

- [Action 1]
- [Action 2]
- [Action 3]

We expect your full cooperation and adherence to these corrective measures. Failure to comply may result in further disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this notice by signing below.

Sincerely,

[Supervisor/Manager Name]

[Title]

Employee acknowledgment:

[Employee Name] Date: _____