

Disciplinary Action Notification

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

From: [Manager/Supervisor Name]

Subject: Disciplinary Action for Violation of Workplace Policies

Dear [Employee Name],

This letter serves as a formal notification of disciplinary action due to your violation of workplace policies as outlined in the employee handbook.

On [date of incident], it was observed that you [briefly describe the violation]. This behavior is not consistent with our company standards and policies, specifically [cite specific policy or guideline].

As a result of this violation, we are issuing you a [type of disciplinary action, e.g., written warning, suspension, etc.]. This action will remain on your record for [duration] and may affect your future evaluations or promotions.

We encourage you to reflect on this matter and take proactive steps to ensure compliance with our policies moving forward. Your cooperation is essential in maintaining a positive work environment.

Please acknowledge receipt of this letter by signing below.

Best regards,

[Manager/Supervisor Name]

[Manager/Supervisor Title]

[Company Name]

Employee Acknowledgment:

[Employee Name] - Signature

Date: _____