

Disciplinary Action Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as a formal notice of disciplinary action regarding your employment with [Your Company Name]. It has come to our attention that you have not reported to work since [Last Working Day] and have failed to notify your supervisor or human resources department about your absence.

Our company policy states that employees are required to report absences and communicate with management regarding any expected time away from work. Your failure to do so is considered job abandonment as outlined in our employee handbook.

We request that you respond to this letter within [Specify Timeframe, e.g., 5 business days] to explain your absence. Failure to respond may result in termination of your employment.

If you have any questions or wish to discuss this matter further, please feel free to contact [HR Contact Name] at [HR Contact Number].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]