

Disciplinary Action Notification

Date: [Insert Date]

To: [Player's Name]

From: [Coach's Name]

Subject: Disciplinary Action

Dear [Player's Name],

This letter serves as a formal notification regarding a disciplinary action taken against you due to [insert reason for disciplinary action, e.g., violation of team rules, unsportsmanlike conduct, etc.].

Details of the incident are as follows:

- Date of Incident: [Insert Date]
- Description of Incident: [Provide brief description]
- Witnesses: [List any witnesses, if applicable]

As a result of this incident, the following actions will be taken:

1. [Insert action, e.g., suspension, extra training, etc.]
2. [Insert any additional actions if needed]

We encourage you to reflect on this situation and take the necessary steps to ensure it doesn't happen again. Failure to comply with team policies may result in further disciplinary actions.

If you wish to discuss this matter, please feel free to reach out to me at your earliest convenience.

Sincerely,

[Coach's Name]

[Team Name]