

# Employee Disciplinary Action Letter

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Employee ID: [Employee ID]

Dear [Employee's Name],

This letter serves as a formal notification regarding the disciplinary action taken due to allegations of harassment in the workplace. Following our investigation, we have found sufficient evidence to substantiate the claims made against you.

The specific incidents that were reported involve [briefly describe allegations and instances]. This behavior is in violation of our company policy on harassment and creates a hostile work environment.

As a consequence of your actions, the following disciplinary measures will be enacted:

- [Specify disciplinary action, e.g., suspension, probation, termination]
- [Any additional measures, e.g., mandatory training, counseling]

Please be aware that further incidents of this nature may result in more severe disciplinary action, including possible termination of employment.

We encourage you to reflect on this matter and consider the impact of your actions. You have the right to respond to this letter or appeal the decision within [insert timeframe, e.g., 5 business days].

If you have any questions, please feel free to reach out to [insert contact person's name and position].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]