

Employee Disciplinary Action Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter is to formally notify you of the disciplinary action being taken regarding your recent misconduct, specifically [describe the misconduct, e.g., unprofessional behavior, violation of company policy, etc.], which occurred on [insert date of incident].

As a result of this incident, we have determined that a [type of disciplinary action, e.g., written warning, suspension] is appropriate. This action will be documented in your employee file.

Please be aware that any further violations may result in more severe consequences, which could include additional disciplinary action up to and including termination of employment.

We expect you to acknowledge this disciplinary action and improve your conduct moving forward. A meeting has been scheduled for [insert date and time] to discuss this matter further. Your attendance is mandatory.

If you have any questions or if you would like to discuss this in further detail, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]