

Disciplinary Action Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Employee ID: [Employee ID]

Dear [Employee's Name],

This letter serves as a formal notice of disciplinary action regarding your performance issues that have been observed over the past [insert time frame]. Despite previous discussions and efforts to support your improvement, your performance has not met the expected standards. The following concerns have been noted:

- [Specific performance issue 1]
- [Specific performance issue 2]
- [Specific performance issue 3]

Please be aware that these issues have serious implications for your position and the team's overall performance. We expect you to take immediate corrective action. As part of this disciplinary process, we have outlined the following steps:

1. Schedule a meeting with your supervisor by [insert deadline] to discuss your performance.
2. Develop a performance improvement plan addressing the identified issues by [insert deadline].
3. Regularly check in with your supervisor on your progress towards improvement.

Failure to demonstrate improvement may result in further disciplinary action, which could include suspension or termination of employment. We hope that you take this opportunity to rectify the situation and improve your performance.

If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]