

Employee Disciplinary Action Notice

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Disciplinary Action for Policy Violation

Dear [Employee Name],

This letter serves as a formal notice regarding the disciplinary action taken against you for violating company policy, specifically [insert specific policy]. On [insert date of incident], it was reported that you [insert description of the incident].

As a result of this violation, we are issuing you a [insert type of disciplinary action, e.g., written warning, suspension] effective [insert effective date]. This action has been taken to reinforce the importance of adhering to our company policies and to prevent any future occurrences.

We encourage you to review the company policies and to meet with your supervisor to discuss how to ensure compliance going forward. Your continued employment is contingent upon your adherence to our policies.

Please sign and return the enclosed copy of this letter to acknowledge receipt.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

Enclosure: Copy of Disciplinary Action Letter