

Employee Disciplinary Action Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notification regarding the disciplinary action being taken against you in relation to repeated warnings received during your employment at [Company's Name].

As discussed in our previous meetings on [insert dates of prior warnings], you have been warned regarding [specific issue(s)] which have not shown significant improvement. The details are as follows:

- Warning 1: [Description of the issue]
- Warning 2: [Description of the issue]
- Warning 3: [Description of the issue]

Due to the continued lack of improvement, we are now implementing disciplinary action, which includes [describe the disciplinary action, e.g., suspension, demotion, etc.]. This action will be effective as of [Effective Date].

Please be advised that failure to improve may lead to further disciplinary action, including possible termination of employment.

We encourage you to take this opportunity to improve your performance and meet the expectations set forth by our company.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]