

Disciplinary Action Notice

Date: [Insert Date]

Employee Name: [Employee's Name]

Employee ID: [Employee ID]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal notice regarding a disciplinary action due to safety violations that occurred on [specific date]. It has been reported that you [briefly describe the safety violation(s)].

At [Company Name], we are committed to maintaining a safe work environment for all employees, and your actions have compromised this commitment. As a result of your repeated violations, we have decided to impose the following disciplinary actions:

- [Specify action: e.g., suspension, warning, etc.]
- [Additional actions if applicable]

Please be informed that this action will be documented in your employee file. You are encouraged to reflect on your actions and understand the importance of adhering to safety protocols.

If you have any questions or wish to discuss this matter further, please feel free to schedule a meeting with your supervisor.

Sincerely,

[Your Name]

[Your Position]

[Company Name]