

Disciplinary Action Notification

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Disciplinary Action for Substance Abuse

Dear [Employee Name],

We are writing to formally notify you of the disciplinary action being taken due to a violation of our company policy regarding substance abuse. On [insert date], you were found to be in violation of this policy during your shift.

This incident has raised serious concerns regarding your behavior and the impact it has on workplace safety and the overall environment at [Company Name]. As per our employee handbook, substance abuse is strictly prohibited, and we take such violations very seriously.

As a result of this violation, the following disciplinary action will be taken:

- [Specify action, e.g., suspension for a certain period, mandatory counseling, etc.]
- [Any additional terms, e.g., further consequences if the behavior continues or if a subsequent incident occurs]

We encourage you to seek help for your substance use. We value you as an employee and would like to support you through this difficult time. Please consider using our Employee Assistance Program (EAP) for resources related to substance abuse support.

If you have any questions or wish to discuss this matter further, you are welcome to meet with me on [insert date and time].

Thank you for your attention to this serious matter. We hope to see positive changes moving forward.

Sincerely,

[Supervisor/Manager Name]

[Title]

[Company Name]

[Contact Information]