

# Disciplinary Action Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as a formal notice regarding the disciplinary action being taken against you due to the incident of theft/fraud that occurred on [insert date of incident]. It has been determined that you unlawfully took [describe items or funds involved] without proper authorization, which violates our company policies and code of conduct.

After a thorough investigation and review of the evidence, the decision has been made to impose the following disciplinary actions:

- [Describe specific action, e.g., suspension, termination, etc.]
- [Any additional actions or requirements, e.g., restitution, training, etc.]

We take such matters seriously as they undermine the trust and integrity of our workplace. We urge you to consider the implications of your actions and the impact they have on your colleagues and the company.

You have the right to appeal this decision. Should you choose to do so, please submit your appeal in writing to [insert relevant authority or department] no later than [insert deadline for appeal].

We hope you understand the gravity of the situation and the reasons behind this decision.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]