

# Disciplinary Action Notice

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 notice regarding a disciplinary action resulting from a violation of company policy. On [date of the incident], it was observed that you [briefly describe the action that constitutes the policy infringement].

As per [mention the specific company policy or guideline], this action is considered a breach of our policies. This notice serves to remind you of the importance of adhering to all company guidelines to maintain a productive and respectful work environment.

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

- [Describe the disciplinary action, e.g., written warning, suspension, etc.]

We expect you to understand the seriousness of this matter and to make the necessary adjustments to your behavior moving forward. A meeting is scheduled for [insert date and time] to discuss this matter further.

If you have any questions regarding this notice, please feel free to reach out to your supervisor or the HR department.

Sincerely,

[Your Name]

[Your Position]

[Company Name]