

Disciplinary Action Request

Date: [Insert Date]

To: [Manager/Supervisor Name]

From: [Your Name]

Subject: Disciplinary Action Request for Unacceptable Behavior

Dear [Manager/Supervisor Name],

I am writing to formally request disciplinary action regarding [Employee's Name] due to their unacceptable behavior on [specific date or dates]. The incidents include [briefly describe the behavior or incidents, including details and any previous warnings].

This behavior not only affects the morale of the team but also violates our [company policy/code of conduct]. I believe it is crucial to address this situation promptly to maintain a professional and respectful work environment.

Thank you for your attention to this matter. I am available to discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]