

Disciplinary Action Assessment

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 assessment regarding your recent conduct in the workplace. After reviewing the incidents that occurred on [insert date(s)], it has been determined that disciplinary action is necessary.

Summary of Incident:

- [Describe the incident briefly]
- [Include any previous related incidents]

As a result of this incident, the following disciplinary actions will be taken:

- [Action 1]
- [Action 2]

We encourage you to reflect on this matter and take appropriate steps to ensure a positive work environment moving forward. You have the right to respond to this assessment by [insert response deadline].

If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]