

Disciplinary Action Clarification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

This letter serves to clarify the disciplinary action taken against you on [insert date of disciplinary action]. The purpose of this letter is to outline the circumstances that led to this action and to provide an opportunity for you to respond.

On [insert specific date or timeframe], it was reported that [briefly describe the incident or behavior]. This action was deemed a violation of [reference company policy or guideline]. Consequently, a disciplinary meeting was held on [insert date of meeting], where you were given the opportunity to explain your side of the story.

As a result of the findings from this meeting, the following disciplinary action has been imposed: [detail the disciplinary action taken, e.g., verbal warning, written warning, suspension, etc.].

We encourage you to reflect on this matter and make the necessary changes to prevent future occurrences. If you believe there are mitigating factors or wish to dispute this action, you may submit a written response to [insert appropriate recipient or HR contact information] by [insert deadline for response].

We value your contributions to the team and hope to move forward positively.

Sincerely,

[Your Name]

[Your Position]

[Company Name]