

# Disciplinary Action Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Disciplinary Action Notification

Dear [Employee's Name],

This letter serves to inform you of a disciplinary action that has been taken due to [briefly describe the reason, e.g., violation of company policy, poor performance, etc.].

Details of the incident are as follows:

- Date of Incident: [Insert Date]
- Description: [Insert Description]
- Prior Warnings: [List any previous warnings or disciplinary actions]

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

- [Describe the disciplinary action, e.g., suspension, probation, etc.]
- Effective Date: [Insert Effective Date]

We encourage you to take this situation seriously and use it as an opportunity to improve your performance moving forward.

If you would like to discuss this matter further, please feel free to reach out to me directly.

Sincerely,

[Supervisor's Name]

[Position]

[Company Name]

[Contact Information]