

Disciplinary Action Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Subject: Disciplinary Action Notice

Dear [Employee Name],

This letter serves as a formal notice regarding the disciplinary action being taken against you due to [Insert Reason for Disciplinary Action, e.g., violation of company policy, poor performance, etc.]. This action is in accordance with our company policies and procedures.

Details of the Incident:

- Date of Incident: [Insert Date]
- Description of Incident: [Insert Description]
- Witnesses (if any): [Insert Names]

Action Taken:

The following disciplinary action has been decided:

- [Insert Action Taken, e.g., written warning, suspension, etc.]

Future Expectations:

To ensure your compliance with company standards, we expect the following moving forward:

- [Insert Expectations]

Please acknowledge this letter by signing and returning a copy to the HR department by [Insert Deadline]. If you have any questions about this matter, feel free to reach out.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]