

# Disciplinary Action Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Employee Position]

Department: [Insert Department]

Dear [Employee Name],

This letter is to formally document the disciplinary action taken regarding your recent behavior/performance issue. After a thorough investigation and discussion with you on [insert date of discussion], it has been determined that the following issue occurred:

[Describe the specific issue being addressed, including dates, times, and any relevant details.]

This behavior is in violation of [insert relevant company policy or code of conduct], which clearly states [briefly outline the policy].

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

- [Detail the specific disciplinary action, e.g., verbal warning, written warning, suspension, etc.]

It is important to understand that any further violations may result in more severe disciplinary actions, up to and including termination of employment.

Please sign and return a copy of this letter to acknowledge receipt and understanding of this disciplinary action.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_