

# Disciplinary Action Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Dear [Employee's Name],

This letter serves as a formal notification regarding the disciplinary action being taken against you due to [describe the reason, e.g., violation of company policy, repeated tardiness, etc.].

Details of the incident include:

- Date of Incident: [Insert Date]
- Description: [Provide a brief description of the incident]
- Previous Warnings: [Mention previous warnings, if any]

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

- [Specify the action, e.g., written warning, suspension, termination, etc.]

Please be advised that you have the right to respond to this action if you feel it is unjustified. If you would like to describe your perspective regarding the matter, you may schedule a meeting with [Supervisor/HR Manager's Name] by [Insert Deadline for Response].

We hope to see an improvement in your behavior moving forward. Your cooperation in this matter is crucial.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]